

Parent & Student Handbook 2019-2020



Sacred Heart Catholic School

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Department of Catholic Schools

Archdiocese of San Antonio



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Sacred Heart School

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A place for spiritual growth, academic excellence, moral values, and a lifetime of love for Jesus.

August 2019

"Where does true education in peace and justice take place? First of all, in the family, since parents are the first educators. The family is the primary cell of society; "it is in the family that children learn the human and Christian values which enable them to have a constructive and peaceful coexistence. It is in the family that they learn solidarity between the generations, respect for rules, forgiveness and how to welcome others." The family is the first school in which we are trained in justice and peace." Emeritus Pope Benedict XVI

Welcome Parents and Students,

At Sacred Heart Catholic School, we firmly believe that parents are the primary educators of their children, but that we, as a Catholic Community, have a commitment to aid you in educating them spiritually, academically, physically, and emotionally to promote faith and learning which is life-long and life giving. We expect nothing less than the best your child has to offer.

*"A good school provides a rounded education for the whole person. And a good Catholic school, over and above this, should help all its students to become saints."
Emeritus Pope Benedict XVI*

The *Parent and Student Handbook* provides the policies and procedures in this handbook and sign the contractual statement found herein. Please keep in mind that the rules and regulations written in this handbook are not made to punish the students, but rather to form in them habits of self-discipline as well as to ensure fairness to all. The guidelines and policies set forth in this handbook are to aid the parents, students, faculty, administration, and parish in the Christian education of our student body. It provides the school community with a clear and concise copy of policies and rules that affect school life. At any time during the school year, changes can be made to this handbook by the principal or the school council. Administration will notify you as to the changes.

As Principal of Sacred Heart Catholic School, I thank you for making our school a place whereby working with your child's teacher and the school, we can help your child achieve success at our school. We couldn't do it without your love, commitment, sacrifice and encouragement at home and at school.

I look forward to an exciting school year filled with academic success for all of our students. May the grace and power of God ensure that your child grows healthy and wise this school year.

Yours in Christ,

Araceli Faz, Principal

EFFECTIVE IMMEDIATELY

The Archdiocese of San Antonio Department of Catholic Schools and Sacred Heart School in Del Rio, Texas reserve the right to modify existing policies or add new policies as circumstances make such decisions prudent and necessary.

ANY CIRCUMSTANCE OR OCCURANCE NOT EXPLICITLY EXPLAINED IN THIS HANDBOOK WILL BE ADDRESSED AT THE DISCRETION OF THE PRINCIPAL.

Student & Parent Handbook Agreements must be signed and returned to the school annually. Failure of parents/guardians to sign and return the Student & Parent Handbook Agreement to abide by the school policies allows the school to remove the child from active enrollment at any given time.

MISSION

The mission of Sacred Heart Catholic School is to know the saving message of Jesus Christ, to love and serve God and others and to provide an excellent academic education.

PHILOSOPHY

We believe that we are called to nurture and educate our students spiritually, academically, physically, and emotionally. We are called to promote our Catholic faith by providing opportunities that will cultivate the skills, knowledge and attitudes necessary to live a successful Christ-centered life. We foster life-long learning while respecting the richness of the past, meeting the challenges of the present, and in preparation for a better future.

GOALS

In order to assist the Church in accomplishing her mission of developing committed Christians, Sacred Heart School strives to accomplish the following goals:

- To create an environment where each person is respected as a person made in the image and likeness of God
- To be an example of a Christian educational community where human knowledge, enlightened by faith, is shared by teachers, students and parents in a spirit of freedom and love
- To offer personal experiences in Christian living through liturgy, sacramental life, prayer, guidance, and commitment to Catholic values
- To provide knowledge, opportunities, and experiences which instill a sense of responsibility to the community through the fellowship of Christian living, service, and active citizenship
- To help each student develop a positive self-image and a positive attitude toward life-long education; through a balanced curriculum empower the students to think critically and to reason independently with and without technology
- To foster a Christian understanding and acceptance of different cultures
- To promote physical fitness and encourage habits which build and maintain good health and that discourage the use of drugs

SCHOOL MOTTO

The choices you make today shape your world tomorrow, so choose wisely.

STUDENT MISSION STATEMENT

“Sacred Heart School is where we learn to love, learn to succeed, learn to serve, and learn to live for tomorrow by following Jesus today.”

HISTORY OF SACRED HEART CATHOLIC SCHOOL

Sacred Heart Catholic School is one of the oldest parochial educational institutions in the southwest United States and the oldest educational institution in Del Rio, Texas. The school has educated thousands of students, many of whom are occupying important civic and social positions on both sides of the Rio Grande River. As graduates of Sacred Heart and as heads of Christian families, they are rendering outstanding service to their communities throughout the state and nation.

Sacred Heart Catholic Church was founded in 1895 and was the first Catholic parish in the community of San Felipe Del Rio. Fr. Brule, the pastor, brought four Sisters of Charity of the Incarnate Word to Del Rio to open a school to serve the families of the parish. Sacred Heart Academy welcomed its first forty students in September of 1900. The original wood-frame schoolhouse was practically destroyed by fire in October of 1903. The heroic story of the “bucket brigade of mercy” that endeavored to save the school is a part of Del Rio’s colorful lore. Due to great support from the parish and community, the school was rebuilt. By 1905, the school had an enrollment of 100 students, and it was decided that a high school was needed. A two-story brick building paid for by the chief convent of the Sisters of Charity in San Antonio was constructed on land donated by the Calvin Wallen family.

The present brick and stucco building was constructed in 1929. It provided classrooms for co-educational elementary and intermediate grades and a four-year high school for female students, as well as a convent for the Sisters and limited accommodations for boarding students. In 1944, the high school became co-educational. Enrollment increased, and additional activities were offered. Unfortunately, during the 1962-1963 school year, the high school operation had to be phased out due to increased operating costs.

Since 1963, the school has been very successful at providing a quality Catholic education to Primary, Elementary and Junior High students. Continuous improvements have been made to the structure and program. In 1969 a cafeteria was opened, and the entire school building was air conditioned with the assistance of the Parent Teacher Club.

Sacred Heart School added an early childhood program serving 3, 4 and 5-year old aged children in Pre-Kinder and Kindergarten in the 1990s. Comfortable, portable buildings have been added

to the rear playground and are used to house classrooms, an expansive library and a state-of-the-art computer lab. A colorful arrangement of playground equipment was installed in 2003 and now graces the northwest side of the school. The basketball court and other areas of the rear playground have been resurfaced for the benefit of the school's athletes.

In 2004, the Junior High Academic Center was added. Due to wonderful support from the school parents and parish, Sacred Heart School was able to purchase an office building from a local legal firm situated adjacent to the school. With the help of many volunteers led by Mr. Lou Zylka, the building was remodeled and dedicated in a Blessing Ceremony officiated by Archbishop Patrick Flores on September 12, 2004. A long prayed for Gym and Activity Center was completed in 2017 through the generous assistance of the John Patrick Stolte Family and the efforts of generous Sacred Heart Parishioners.

After educating the Del Rio – Acuña communities for more than 118 years, Sacred Heart Catholic School is looking forward to many more years of fostering our Catholic Community. We have a commitment to aid in educating spiritually, academically and culturally all of the young people who come through our doors. Our goal is to promote faith and learning which is life-long and life giving and to enable students to work hard to preserve and respect the past, meet the challenges of the present, and prepare for a better future.

ACCREDITATION⁷³⁰⁰

The Texas Catholic Conference of Bishops Education Department (TCCB ED) and Accreditation Commission coordinate and supervise the accreditation of all Catholic Schools in the State of Texas under the Texas Education Agency. Sacred Heart School is an accredited institution and most recently renewed accreditation in the fall of 2014.

Member:

The National Catholic Education Association– <http://www.ncea.org>

COMMUNITY MEMBER RESPONSIBILITY

I. PASTOR:

The Pastor is the person ultimately responsible for the successful operation of the school according to the stipulations of the Archdiocesan Office of Education and the Texas Catholic Conference Education Department. The Pastor is in a unique position to promote the parochial school and to influence the positive image of the school. Working with the Principal, he supports the school community of faith and helps implement the policies set forth by the local School Council and the accrediting agencies for the school.

II. PRINCIPAL:

The Principal is the Chief Executive Officer of the School Council as well as the Chief Administrator of the school.

As the instructional and curriculum leader of the school the principal:

- Ensures that special student services such as counseling, library, cafeteria, and health are available to students.

As the managerial leader of the school, the principal:

- Maintains a continuous program of supervision and evaluation of the faculty and staff, which should occur, at a minimum, of once per year.
- Ensures that the physical plant is adequate, safe, clean, and conducive to learning and reports unsafe facilities to proper authorities, which includes, but is not limited to, Risk Management.

Implementation of policies, supervision of instruction, curriculum development, the professional development of the staff through in-service progress, evaluation and hiring of staff members and the integration of the Catholic philosophy of education in the total operation of the school are among the most important duties of the Principal.

III. ASSISTANT PRINCIPAL

Every school must have an Assistant Principal, hired or appointed by the Principal. The Assistant Principal will be responsible for the school in the absence of the Principal. The assistant to the principal gives the Principal someone who can act as a sounding board and consultant. The Assistant Principal provides knowledge and experience in administrative leadership.

IV. SCHOOL COUNCIL:

Every school must have a School Council. The local Council, whose authority is derived from the Pastor of the parish, is called into being by the Pastor and is given its mission to consult the Principal and Pastor in areas of finances, school enhancement, policy, development and strategic planning. Each Council shall be composed of elected, appointed and ex-officio members as set forth in its constitution. Maintains appropriate confidentiality when addressing school-related matters including but not limited to personnel and student issues.

V. PARENTS

Parents play a vital role in the success of the school as well as their child's education. Parents are reminded of the following responsibilities:

- Proper uniform and appearance of their children.
- Ensuring children arrive on time and are picked up on time.
- Monitoring homework and encouraging reading time at home.
- Reading and responding to school emails and other communications.
- Teaching students to be responsible for checking backpacks for necessary school items.
- Notifying the school of any health changes, guardian changes, telephone or address changes or any family situation that might affect the child's academic progress or behavior at school.

ADMISSION AND REGISTRATION

Nondiscrimination Certification³⁰⁰¹

The schools of the Archdiocese of San Antonio admit qualified students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the schools. The schools of the Archdiocese of San Antonio do not discriminate on the basis of race, color, ancestry, national and ethnic origin, or gender, except in the case of single gender schools, in the administration of educational policies, admission policies, and scholarship programs. Preference for admission shall be given to students of the Catholic faith. In those cases, in which physical space makes it necessary to restrict the intake of students in a given school, priority must be given to students of Catholic parents residing in the parish and who have demonstrated support of Catholic education in the past.

Admission Policy and Process

- Will vary because admissions criteria and process may vary from campus to campus.
- Per policy each applicant and his/her parents/guardians shall have a pre-admission interview with the principal or his/her designee.

This policy is in compliance with Title VI and VII of the Civil Rights Act of 1964 and Title IX of Educational Amendments of 1972.

Students

All students of any faith are welcome to attend Sacred Heart Catholic School. The students must meet the requirements for attendance, fulfill all financial obligations, and follow the rules and policies outlined in this manual or any other rules and policies brought about during their attendance at Sacred Heart Catholic School. Priority will be given to students who are parishioners of Sacred Heart Catholic Church, followed by those of surrounding Catholic churches in Del Rio, then local students and international students.

A new application must be submitted every year for each child attending Sacred Heart Catholic School. A Registration Fee must be submitted with the completed application each year. The Registration Fees are subject to change each year and **are non-refundable**. Exceptions will be made for military and law enforcement transfers only; subject to proof of transfer. For currently enrolled students, all financial obligations must be paid in full in order to register for the following year.

Age Requirements³⁰⁰²

Texas State Law and/or the Texas Catholic Conference of Bishops Education Department (TCCB ED) require that a child must meet the following age and document requirements for admission:

- PK3- 3 yrs. old by Sept 1**
- PK4 – 4 yrs. old by Sept 1**
- Kindergarten – 5 yrs. old by Sept 1**
- First grade – 6yrs. old by Sept 1**

- The school observes the student's chronological age in determining grade placement. Participation in a school's 4K program **does not** ensure acceptance into Kindergarten.

- A student should be six years of age on or before September 1 to be admitted into the First Grade. Exception may be made in the case of a student who has completed Kindergarten in a different state where the entering age is lower, provided there is also a written statement from the Kindergarten teacher that the student is ready for first grade. Admission and placement are within the sole discretion of the principal based on testing, observation and other assessments. Consideration must be given to the student's emotional, social, and academic development, and maturity.

Admission Requirements

Document Requirements:

Before a student's admission, the following records are required:

1. Official Birth Certificate
2. Baptismal certificate
3. A copy of the student's Social Security card is required.
4. Official cumulative record or transcript of previous grade to include any special education documents including, but not limited to:
 - a. 504 plan
 - b. individualized education program (IEP)
 - c. special services or testing.
5. Health Record/ Emergency Information Card
 - a. Immunization record
 - b. Illness record
 - c. Acknowledgment of participation in the school health program.
6. Court-Certified Copy of the Custody Section of Any Existing Divorce/Separation Decree (when applicable)
7. I-20, for International Students (when applicable)
8. Two letters of recommendation or evaluations from current or most recent classroom teacher, principal, or counselor is required. The letters should include information about the student's character and classroom performance.
9. All new families transferring into Sacred Heart School from another private school must have a letter of recommendation clearing all their financial obligations from the previous school.

Enrollment is not complete until all required documents are received, reviewed, and found to be in order by the school.

Application and Admission Process

The application and admission process are not complete until testing and evaluation have been finalized. The Principal or Assistant Principal will notify you of your child's admission.

- The student must pass an entrance Reading and Math level exam for the grade level of that student. This will determine the eligibility and grade level of the student.
- All students who have applied for admission are evaluated on the basis of past performance, including academic standing and social behavior.
- A copy of the most recent report card and achievement test scores is required.

- At the time of the entrance exams, 6th – 8th grade students need to write a personal narrative on why they would like to attend Sacred Heart Catholic School.
- 6th-8th grade students who are current members of the National Junior Honor Society need a letter of good standing from the NJHS Advisor and a copy of the student's membership card in order to be accepted into the Sacred Heart Chapter.

Admission to the PK 3 and PK4

A certain degree of academic maturity is needed to follow school rules, keep up with a schedule, make transitions, and display self-control. **Consistent mastery of toilet training is absolutely required.** If your PK3 or PK4 child is extremely unhappy, destructive, or unsafe it may be necessary to remove him/her from the class environment for the day, week, or month. Your child's teacher will be meeting with you to discuss this matter, if necessary.

Admission into Kindergarten

Admission into Kindergarten (5K) is based on passing the readiness test and availability of spaces. All students enrolled in the PK-4 Program must reapply for admission to the 5K-Kindergarten program. All admission policies apply including testing and enrollment procedures.

Admission of Students from Public and Other Non-Public State Approved Schools ³⁰⁰⁵

Admission of students transferring from public and other state approved non-public schools is the decision of the principal based on testing, observation and other assessments. This decision is made if it is deemed in the best interest of the student and the placement is agreeable to both parents and the principal.

Admission of Students from Home Schooling and Non-Accredited Schools ³⁰⁰⁶

Admission of students transferring from a homeschool or non-accredited school is the decision of the principal based on an interview with the student, most recent report card, progress report, other testing documentation, any special accommodation paperwork and the Reading and Math placement test.

Admission of Students from Foreign Schools ³⁰⁰⁷

Data Form (3007A)- Required to Request I-20

Admission of students transferring from foreign schools must be determined by the principal of Before an I-20 form can be completed, the student must be formally accepted by Sacred Heart Catholic School and in compliance with all of the school's admission requirements. Sacred Heart will should issue a formal acceptance letter to their international and exchange visitor students to facilitate the SEVIS process.

The acceptance letter will identify the parent/guardian in the United States who will act on behalf of the student. A copy of the legal guardian's authority to act on behalf of the parent/student will be kept on file with the school. Sacred Heart School will use the I-20 Required Data Form (3007A) to facilitate completing the I-20 form via the SEVIS system. the school in which the student is enrolling.

All international students will complete a grade level and language proficiency assessment to determine eligibility and placement.

Admission of Students with Special Needs³⁰⁰⁸

Schools, if able, will provide students with special needs an opportunity for admission. Catholic schools strive to provide the accommodations and/or modifications within the scope of their school's resources for students who are identified as having special learning needs. Schools should have a process and policy in place for documenting accommodations and modifications.

Accommodations and modifications should be communicated to parents and reviewed, at a minimum, on a yearly basis. However, if students with special needs apply to a school that is not capable of offering the necessary programs and facilities, they will be referred to other schools and programs having the ability to effectively serve their needs. Catholic schools will collaborate with parent(s), the public school, and appropriate agencies and/or professionals when providing school's services for the child.

Students transferring into the 8th Grade³⁰⁰⁴

Due to the nature of Catholic Education, only students transferring from another Catholic School will be accepted into Eighth Grade under the approval of the Principal and after consultation between the principals of the two schools involved.

Dual Enrollment with Non-Accredited Schools³⁰⁰⁶

The Catholic schools of the Archdiocese may not enter into a dual enrollment arrangement with non-accredited schools for any portion of the day. This position is taken because of the commitment to operating accredited schools.

Releasing Students during School Hours³¹⁰⁴

A student may be released from school during school hours only into the custody of those persons listed on the student's emergency information card and only after verifying the identification of the person to whom the student is released. The individual to whom the student is being released must come into the school, show identification, and sign the student out.

Release of Students to a Law Enforcement Officer³¹⁰⁵

Schools and their officials shall not interfere in the official duties of law enforcement or government officials. Police and other government officials shall communicate directly with the principal when requesting an interview with a student. In the absence of the principal, the request shall be directed to the assistant principal or administrator on duty. Law enforcement and government officials shall be given access to a child without prior parental permission under the following circumstances:

- (a) there is an arrest warrant,
- (b) the parent is the subject of an investigation of abuse or neglect, or
- (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

No police officer should ever be allowed to come into a school and question a student about a prior, off-campus event.

A student's parents or guardians shall be notified immediately if law enforcement or government officials request to speak with the student unless it is stated that doing so would undermine the efforts of law enforcement or the government official. In all cases, the Superintendent, or their designee, and the archdiocesan attorney shall be notified immediately regarding the presence of law enforcement or government officials on campus.

ARRIVAL AND DISMISSAL OF SCHOOL⁷²⁰¹

7:50 am-3:30 pm **Monday-Friday for PK-8th Grade**
7:50 am-11:45am **Monday – Friday for PK Half Day**

Prayer for the day begins at 8:05am. Staff will be on playground duty to supervise students beginning at 7:30am until first bell.

On Fridays (or Holy Days of Obligation) the entire school and staff will attend Mass at 8:15am. The office will open following Mass on Fridays. If your child is late, please escort your child to the church.

Attendance

State law requires students be in attendance 90% of the school year to receive credit. **The 90% rule applies to all absences, including excused absences.** A student is not considered absent if he or she is on an authorized school function.

An excused absence does not mean a student will not be marked absent. A student not physically present at a school, excused or unexcused, is marked absent. It is the responsibility of the parent(s)/guardian(s) to contact the school to report when the student is absent. Valid reasons, such as sickness, are considered excused. Invalid reasons, such as extra vacation, are considered unexcused.

In all cases, students are responsible for all work missed and are subject to the local school policies (or discretionary authority of the principal) for determination of whether absences are excessive and to determine what consequences will be forced. After ten (10) unexcused absences or tardies, the school administration must give a parent/guardian written notification that their student has accumulated excessive absences/tardies.

Absences³¹⁰¹⁻²

The student must bring a written note from his/her parent or guardian explaining the reason for the absence. Students have three days in which to bring a written excuse. All doctor and dentist appointments should be scheduled after school, when possible.

Full Day Attendance: To be counted present for a full day of school, a student must be in school for a minimum of **four (4) instructional hours (240 minutes)** of the instructional day.

Half Day Attendance: To be counted present for a half day of school, a student must be in school for a minimum of **two (2) instructional hours (120 minutes)** in the instructional day.

Students who arrive after 8:05am will be recorded as tardy. Arriving late more than *twice* a week is considered excessive and students may not qualify for perfect attendance award. Repeated tardiness (excused or unexcused) can result in an extra absence. ***The sixteenth tardy to school will result in one school day absence due to tardiness (16 Tardies = 1 day absent). This will also make the child ineligible for the perfect attendance award.*** Junior high school students will be marked absent from every subject or class they miss. Attendance and tardiness are checked every class period and in every elective. If a student is not present for at least 3/4 of a class, he or she is absent from that class.

Make-up work will only be allowed for excused absences, a written excuse must be presented to the office, upon returning. It is the responsibility of the student to request any missed assignments immediately and return all assignments (*one day per day of school missed with a maximum of 5 school days*).

After 18 absences (9 per semester), *a primary or elementary student will not be promoted to the next grade level; junior high students will not receive credit for subject areas.*

Excused Absence

- illness
- sickness or death in the family
- quarantine of illness
- dangerous travel due to road or weather conditions
- international bridge closures
- a signed note from a (United State) doctor or dentist appointment
- a natural disaster
- unusual circumstances approved by the Principal

CAUTION: Please do not schedule family vacations during school days. Refer to your yearly calendar for the appropriate dates. Invalid reasons, such as extra vacation, are considered unlawful detention by the parents and are unexcused. Failure to do so will result in unexcused absences and the student receiving zeros on all work missed.

Admit to Class Passes after an Absence

All students must pick up an *ADMIT TO CLASS* pass if they have been absent with or without an excuse. They must do this before school begins at 8am.

Missed Work and Make-Up Work Due to Absence

It is the absent student's responsibility to obtain and complete classroom work and homework assignments missed during their absence. The parent can request that homework be prepared for pick-up if it is requested by 10 A.M. The work can be picked up after 3:45 pm. Students will be allowed reasonable time to make up work and or tests missed due to an excused absence (*one day per day of school missed with a maximum of 5 school days*). However, if an assignment, long-term project, or test was assigned prior to the student's absence the assignment will be due on the first day the student returns to school.

Unexcused Absence

Students have three days in which to bring in a written excuse. Both the teacher or the office mark the absence "UNEXCUSED" until a note is received. The student should bring written notes to the office before the school day begins. If no note is received on the third day, the absence will remain "UNEXCUSED" the remainder of the year. The student will receive zeroes on class work and homework after the third day without an excused absence.

Excessive Absences

Any student who has been absent **three (3)** or more consecutive school days, must provide a U.S. doctor's excuse for all subsequent absences. The note must include a re-admission notice. When a student has accrued more than **9 (nine)** absences per semester the parent or guardian will be notified of the student's attendance status and of the following procedures:

- a. an attendance committee made up of the principal, assistant principal, and two teachers, will review the student's attendance record.
- b. The student will be required to attend the summer school program to recover credit, at the parent's expense.
- c. The student may be placed on probation, suspended, expelled and/or denied readmission for the upcoming year

Tardiness³¹⁰³

It is very important that students develop the habit of being on time. Pre-K to 8th grade students who arrive late interrupt the class and miss instructional time. A student who arrives after morning announcements have begun is considered tardy. Students must go to the School Office for an Admit Tardy Slip, which must be presented to the teacher. **If a student has 5 or more tardies (excused or unexcused) in a 9-week period, that student will forfeit from qualifying for Perfect Attendance.** Consequences of being tardy to school will be addressed each 9 weeks, via a parent conference.

STUDENT RECORDS

The school will retain a student's permanent record after a student transfers or graduates from Sacred Heart Catholic School. Any student that is not cleared of obligations to the sending school will not be able to enroll in another Catholic School in the Archdiocese of San Antonio until all debts are cleared at the sending school. Records will be released only when any outstanding financial debt owed to the sending school by the parents is liquidated. Such debt includes outstanding tuition and fees, as well as unreturned school property. In addition, no official copy of either permanent record card or health records can be given to any individual except in the circumstance of individuals who will be moving out of the country and who must take these with them in a sealed envelope. An official copy is one that contains an authorized signature and school seal.

Emergency Information^{3202/8106}

Schools must keep emergency information for each student enrolled in the school using the Student Health Form (Form 3202B). The Student Health Form contains pertinent information in case of accident or illness.

Parents must update information contained on the Student Health Form annually. It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year.

Publication of Addresses⁵⁰⁰⁵

The school will not publish the addresses or phone numbers of any parents/guardians, students, or employees without their written consent.

Use of Student Photos and/or Interviews⁵⁰⁰⁶

Appendix: Consent to Photograph and/or Interview

Students' photographs and interviews may not be taken or used without written parental and administrative permission.

Permanent Record³²⁰¹

A permanent record is maintained for each student according to a system approved by the superintendent. The student's official file should contain only these items: academic transcripts (high school)/ permanent record (elementary); academic testing; health records (unless kept in a separate health office); and emergency information. Only the contents of the official file should be forwarded to a new school. A copy of the permanent record is retained by the school when a student transfers or graduates.

Access to Records³²⁰²

Link: Family Educational Rights and Privacy Act (FERPA), 1974
www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

In 1975, the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gave parents and students the right of access to records and the right to request that statements be changed or deleted. If the school refuses to change or delete records, statements made by parents or students should be included in the record. The school requires a minimum of twenty-four (24) hours' notice and requires the parent to make the request in writing.

Release of Records^{3204/3206}

All material in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, to the legal guardian, the parents and to the student after his/her eighteenth birthday.

Non-Custodial Parents' Access to Records³²⁰⁴

Sacred Heart Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, SHCS will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Request for and Transfer of Student Records^{3205/3206}

Permanent record cards and health records will be released to a receiving school when that school applies directly **by mail** to the sending school. A release form signed by the parent or legal guardian must be obtained by the requesting school. If the student is transferring to a Catholic school within the Archdiocese, the original permanent record card and health records shall be transferred. A copy should be retained for the school's records. If the student is transferring to a school that is not recognized as a Catholic school within the Archdiocese, a copy of the student's permanent record card and the original health records shall be transferred.

All special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release of that information. The student's original permanent record card or a copy is then placed in the inactive file with a notation made indicating to which school the student has transferred, the date and the reason for the transfer.

ACADEMIC & CURRICULUM POLICIES^{7001/7003}

The curriculum is based on the Texas Essential Knowledge and Skills from the Texas Education Agency under the Texas Catholic Conference Education Department for Accredited Catholic Schools in the State of Texas.

Curriculum resources for subjects in the foundation curriculum (i.e., English and Spanish language arts and reading, math, science, social studies) shall be reviewed once every eight years. Review of curriculum resources for the enrichment curriculum may occur less often. Enrichment subjects are languages other than English, health, physical education, fine arts, career and technology education, technology applications, religious literature, and personal financial literacy.

Curriculum Documents

All Catholic schools must have curriculum documents, which at a minimum utilize the Texas Essential Knowledge and Skills (TEKS) and Archdiocesan Standards, in place for use in instructional planning as well as a process for assessing and documenting student mastery of curricular objectives.

Curriculum Objectives

Curriculum implementation for all schools should follow the standards of the Archdiocese of San Antonio that are developed using the Texas Essential Knowledge and Skills (TEKS) and aligned with national curriculum standards with the integration of Gospel values and the teachings of the Catholic Church.

Curriculum Requirements

Each school maintains a balanced curriculum including Religion, Language Arts (English-grammar and composition, reading, vocabulary, spelling, handwriting), Science, Mathematics, Social Studies, Fine Arts, Health, Guidance, Physical Education, Technology Applications and Foreign Languages. To implement these standards the school will follow the TCCB-ED requirements.

Local Curriculum Development

Archdiocesan curriculum guides/standards should be used for each discipline in the school to ensure continuity and unity of purpose. Principals and local school councils shall obtain approval from the Archdiocesan Superintendent before instituting any innovative program or course, which deviates from the established program. Local curriculum development, that builds on and enhances the archdiocesan curriculum guides/standards, shall be the responsibility of the principal in consultation with the faculty.

Each school shall strive for well-balanced curriculum development by considering factors such as individual needs, curriculum standards, student assessment, instructional organization, strengths of the faculty, and current research. The curriculum shall be evaluated by the administration and staff on a yearly basis to determine whether it is fostering the achievement of the philosophy and goals of the school.

Film/Video Review⁷⁰⁰⁶

Movies, regardless of the students' grade level or whether the movie, film or program is in a theater, downloaded or streamed, are to be age appropriate and pertinent to curriculum. Any movie or program that is not rated "G" or "TV-G" must be previewed by the faculty member wishing to show the movie or program and receive prior approval from the administrator. There are no exceptions to this policy unless approval is given by the Superintendent.

Instructional Program

The curriculum includes the following subjects:

- Religion/Theology of the Body
- Language Arts (Reading, English, Creative Writing, Spelling & Penmanship)
- Math
- Science (Health)
- Social Studies
- Computer Literacy
- Physical Education
- Art
- Spanish
- Music (Choir/Guitar)

Upper grades may be offered electives depending on the needs of students and availability of teacher expertise.

Core Subjects

The core subjects at Sacred Heart Catholic School are Religion, Language Arts with English (Grammar and Spelling), Reading and Literature, Social Studies, Science, and Mathematics.

Service Learning

All students are encouraged to participate in a service program for its students that will be:

1. Developmentally appropriate
2. Rooted in and growing from real-life situations
3. Regularly evaluated in the light of Gospel values

Textbooks

Textbooks are purchased by the school. Reusable books as well as workbooks are issued to the students at the beginning of the school year. All non-consumable books used by the students must always be covered. Students are not allowed to write in the textbooks or deface them in any way. All lost and/or damaged books must be replaced and will be charged the catalog price. Students are responsible for all books and all materials used. Damages to school property will be the full responsibility of the parent and will be considered a financial obligation. Teachers will notify parents of any amount owed by the students for lost and/or damaged items.

Archdiocesan Testing Program^{6010/7401}

Sacred Heart School will test according to the guidelines established by the Department of Catholic Schools. The Archdiocesan testing program includes standardized tests of general achievement and scholastic ability. In accordance with the National Standard and Benchmarks for Effective Elementary and Secondary Schools (NSBECS), schools shall use school-wide

assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instructional strategies. Starting 2019 school year, Sacred Heart School has adopted the NWEA Map Growth program as the school's assessment instrument.

NCEA ACRE (Assessment of Catechesis/Religious Education)

The NCEA ACRE is a religion program assessment required by the Archdiocese, which is given in grades 5th and 8th grade. It measures the religious knowledge, beliefs, perceptions, attitudes, and practices of students in elementary and secondary schools.

Progress and Report Cards⁷¹⁰⁵

Regular communication between parents and teachers ensures that parents are aware of the student's needs, to ensure students success.

Grades for 2nd through 8th are available on Ren-Web. PK through 1st will receive a behavior report daily. Report Cards are issued four times a year at the end of each 9 weeks. The First and Third Report Cards are given at Student-Led Conferences. Final Report Card will be issued the last day of school.

Evaluating and Reporting

The academic progress of each student is an important goal of the school. The process includes systemic procedures in analyzing and monitoring the student behavioral and/or academic struggles during and after interventions.

Period and Reports Cards^{7104/7105}

Grading periods and numerical grades set forth by the San Antonio Archdiocese and are on a quarterly (nine weeks) grading schedule. Numerical grades are used from 2nd thru 8th grade.

For 3K, 4K, 5K and grade 1, the following evaluation keys are used:

- E** = Exceptional Progress
- S** = Very Good Progress
- P** = Good Progress
- N** = Limited Progress

For grades 2 through 8, the following evaluation keys are used:

- 94-100** = Exceptionally High Achievement = **A's**
- 85-93** = High Achievement = **B's**
- 75-84** = Average Achievement = **C's**
- 70-74** = Low Achievement = **D's**
- 0-69** = Failure to Master Material = **F's**

Conduct Grades

Conduct grades are indicated in the following manner:

- O** = Outstanding Effort
- S** = Satisfactory Effort
- I** = Improvement Needed
- U** = Unsatisfactory Effort
- N** = Not Observed

Outstanding Conduct = O's

- Develops self-discipline
- Shows genuine care and kindness to others
- Develops self-reliance
- Demonstrates responsibility and takes responsibility
- Does good because it is the right thing to do
- Can be trusted at the highest level
- Does not need an adult present as motivation to do good or follow the rules

Satisfactory Conduct = S's

- Listens
- Cooperates
- Conforms
- Does what is expected or asked to do
- Generally, follows the rules
- Does not have a negative effect on the flow of the class
- Does good because someone is supervising and watching

Improvement Needed = I's

- Fails to listen
- Needs lots of guidance and talking to
- Does not readily cooperate unless consequences are enforced for the rules
- Bothers others
- Breaks classroom standards
- Behavior is slowly beginning to affect the learning of the other students
- Must have constant supervision to behave

Unsatisfactory Conduct = U's

- Noisy
- Talks back
- Bullies others
- Out of control
- Will not follow school rules
- Unsafe
- Behavior is interfering with the learning of the other students

If your child has a "U" for conduct, he/she will not be allowed to represent SHS anything extracurricular activity. He or she may be denied continued attendance at SHS.

Promotion Policy⁷¹⁰⁶⁻⁷

Per TCCB ED, social promotions and skipping grade levels are prohibited. Students are promoted to the next grade level based on their academic achievement. Retention of a student is to be considered the last resort for students who do not meet the academic criteria for promotion.

A student's parent or guardian shall be given appropriate notice and warning of their child being at risk for retention. Factors leading to the decision made by the superintendent and principal, in consultation with the parent, include the following:

- age of student,
- maturity of student,
- degree of deficiency in the student's learning as per grade level requirements,
- achievement and instructional data,
- review of academic interventions, and
- any other special circumstance which has hindered academic progress for the student.

The following are the specific regulations for promotion for various grade levels:

3K-4K: Promotion at this level is determined by the teacher and principal in consultation with the parent/guardian.

5K-1st: A student must have at least a "P" final average in Reading and Mathematics.

2nd-5th: A student must have at least a "70" final average in Religion, Reading, English, and Mathematics. *A student who fails Reading, English and Mathematics is not promoted.*

6th-8th: A student must have at least a "70" final average in all core subjects – Religion, English, Reading/Literature, Mathematics, Science, and Social Studies. *A student who fails more than 2 core subjects is not promoted and summer school is not an option. A student who fails 1 or 2 core subjects must attend and demonstrate the successful completion of work in summer school.*

If summer school is not available, work will be assigned, and the student will be tested prior to advancement to the next grade level.

Secondary Level Schools must follow the credit requirements for graduation established by TCCB-ED. It is the school's responsibility to monitor the number of credit units that students earn during the regular school semesters and during the summer. Credit(s) earned from outside sources other than the school are at the discretion of the school administration.

Retention of Students

A student who has been retained may not be retained twice at Sacred Heart School. If a student has participated in the summer school program at Sacred Heart Catholic School their academic progress will be closely monitored. If the child fails 2 or more core subjects at the 1st 9 weeks, the parents will be called to meet with the Teacher and Principal. **If the child is failing 3 or more core subjects at the end of the 2nd 9 Weeks, the student will be recommended for withdrawn from Sacred Heart School so that the child can transfer to another school in an attempt to pass and be promoted at the end of the school year in another school.**

Students with Learning Differences⁷¹⁰⁴

Sacred Heart School will provide students with special needs the opportunity for a Catholic education. If Sacred Heart is unable to provide the necessary facilities or services for the child to

be successful, they will be referred to other schools and programs which have the ability to effectively meet the child's needs.

Sacred Heart Catholic School strives to provide the accommodations and/or modifications within the scope of our school's resources for students who are identified as having special learning needs. Sacred Heart will collaborate with parents/guardians, the public school, and appropriate agency and/or professional when providing services for the child. Prior to admitting a child with diagnosed special needs, Sacred Heart shall decide of its ability to appropriately meet the educational needs of the child. The needs of each child will be considered on an individual basis and the schools must consider the following factors:

- The severity and degree of the need/disability;
- The level of support/special services needed or any special equipment the student may require;
- The school's available resources such as a support staff, accessibility of facilities, class size, etc.
- The school's ability to provide and effectively implement the accommodations, modifications, or academic recommendations listed in the child's IEP, (if applicable) or evaluation report.

Student Support Process

Sacred Heart recognizes that the academic success of each student is an important goal and therefore utilizes a positive solution-based process, titled the Student Support Team. The sole purpose of this process is to assist students in preventing academic failure using the schools' resources and staff.

The process includes:

- systemic procedures in analyzing and monitoring the student behavior and/or
- academic struggles before, during and after interventions.

The Student Support Team meeting can be initiated by the parent or guardian, school counselor, Academic Interventionist, Administration or teacher. Parents/guardians, the student's teachers, and the school counselor are present to discuss academic or behavioral concerns and develop solutions. These meetings are held for any student who has demonstrated the need for assistance and for those students who are on contract for admission. If documentation of progress of a student shows that a student continues to struggle academically, additional tutoring outside academic support may be required for a student to remain enrolled. If a student is not making adequate progress, the Administration and the child's teacher may determine that a student shall not enroll for the following school year.

(Taken from Response to Intervention, A Blueprint for Catholic Schools, Michael J. Boyle, PhD, NCEA, 2010)

Tutoring

If your child needs additional support, after making an effort to complete all assignments and has participated actively in the classroom, the student can make an appointment with their teacher for extra instructional support before or after school. The teacher will notify the parent of the appointment via an email, or phone call.

Homework⁷¹⁰⁸

Homework is a reinforcement of what has been taught, making it a very essential part of the learning process. Homework assignments are meaningful and fit the intellectual needs of the students. The amount assigned should be reasonable and based on material that has been taught.

School Work Policy in Grades K – 8th

This policy includes class work, homework, absent work, projects, missing work, materials needed, and late work.

Homework Notice will be sent by the teacher to notify the parent of missing work. Please sign and return the Homework Notice and school assignment immediately. By doing this, you help your child take on the responsibility of turning in assignments on time.

3rd-8th Grade Late/Missing Work

- There will be five (5) points taken off for late homework or class work during the 1st 9 weeks of school.
- For the 2nd 9 weeks there will be ten (10) point deduction for late class or homework assignments.
- For the 3rd 9 weeks there will be a fifteen (15) point deduction for late class or homework assignments.
- For the 4th 9 weeks there will be a twenty (20) point deduction for late class or homework assignments.

Reading Logs

All students are required to read at home or to be read to each day for a minimum of 20 minutes. Parents must sign the reading log on a daily basis. The student will be receiving a weekly participation grade.

Extra-Credit

Extra credit is offered as an incentive to an entire class allowing all students the opportunity to participate. Extra credit is never given on an individual basis to “rescue” the student from failing. If a student does all his or her work, ask for help, and turns in all assignments completely, he or she will never be in danger of failing.

Student Awards⁷¹⁰⁶⁻⁷

Recognizing Excellence in Academics is the motto for the awards program at Sacred Heart Catholic School. The goal of the program is to help students reach for higher standards with a wide range of student recognition programs. Awards are presented at the end of each 9 weeks, Semester, and Year.

Perfect Attendance

All students with perfect attendance will be recognized. (students in PK-8th grade)

Students in Grades K-8th

<u>All A Honor Roll</u>	All grades 94-100
<u>A & B Honor Roll</u>	More A's than B's and no grade below 85

Semester Exam Passes

Students 6th - 7th grade who maintain an overall class average of 94 before semester exams. Students in 8th grade will take both Semester Exams in order to qualify for high school credit.

8TH Grade Recognitions

8th Grade Valedictorian

The highest overall average is strictly an 8th grade award. It is awarded to the student achieving the highest overall cumulative grade average for all three junior high school years (6-8).

8th Grade Salutatorian

The second highest overall average is strictly an 8th grade award. It is awarded to the student achieving the second highest overall cumulative grade average for all three junior high school years. (6-8)

8th Grade Longevity Recognition

This award is for students who have been at Sacred Heart School or in Catholic School the longest.

8th Grade Christian Service Certificate

This award is for the student who has provided the school and/or the community with the most amounts of service hours as well as excellent Christian conduct during their junior high school years. The service hour log can begin the summer after 5th grade.

8th Grade Religion Award

This award is given to individuals who complete the 8th grade Religion course of study, submit an application, receive the necessary recommendations from their teachers, satisfactorily complete a Personal Profile, perform a minimum amount of documented Christian Service, and score exceptionally well on the 8th Grade Knowledge of Prayers and A.C.R.E. Religion Test on Doctrine.

The Crusader Award

These awards are given to no more than two graduating students who best embody the characteristics of Sacred Heart School Crusaders.

High School Credits

For high school credit to be attained a final grade of 85 or better and the successful passing of the End of Course Exam for the subject area is needed in the following courses while at Sacred Heart School: Algebra I, English I, and Spanish I. We are not responsible for the denial of credit due to a grade lower than an 85 or changes in acceptance of coursework or policy for the coursework for high school credit.

CHRISTIAN FORMATION³⁰⁰⁸

The general goal of the school's religion program is formation in Catholic faith, together with education in that faith. The program should strive to make the student's faith become "living, conscious, and active through the light of instruction."

"This ideal of Christian education will best be realized by programs which create the widest opportunities for students to receive systematic catechesis (Message), experience daily living in a faith community (Community), and develop commitment and skill in serving others (Service)," enhanced and strengthened by worship (Worship). "When most students attending a Catholic school belong to families who associate themselves with the school because of its Catholic character, the ministry of the word can be exercised in it in multiple forms: primary proclamation, scholastic religious instruction, catechesis, and homily." (references: To Teach as Jesus Did, #83; General Directory for Catechesis, #260)

School Liturgies

Weekly children's liturgies are an important part of our school life. Students attend weekly Mass on Fridays, however, if a Holy Day of Obligation falls during the week, the Mass for that week will fall on the Holy Day. Students in grades 1st -8th rotate in preparing and assisting at these liturgies. All students must attend Mass, please make sure your child is with his/her teacher by 8:00am to avoid being counted tardy. Students are to sit with their class so that they participate fully during Mass.

Going to Mass with Your Child

Parents are invited and encouraged to be present to pray with their children and to teach the importance of the Mass by their presence. You are welcome to sit by your child's class. Our goal as Catholics is to keep the children focused on the sacredness of the Eucharistic celebration. Please remember to turn off or silence your cell phones and not allow your child to handle them during Mass. If you are taking a photo, please do not disturb the Mass; take a photo from your seat and turn off your flash.

Catechesis in Human Sexuality and Sexual Morality

Theology of the Body is the main program of education in family living, human sexuality, and sexual morality appropriate to the age and maturity of the students. *Theology of the Body for Teens: Middle School Edition* answers questions such as:

- Who am I?
- Are there consequences to my actions?
- What is the difference between love and lust?
- How do I balance family, friends, school, God, music, TV, internet, texting, etc., in my daily life?
- How can I discern my vocation to marriage, priesthood, or religious life?
- How do I deal with bullying, gossip, peer pressure, pornography, divorce, etc?
- Can I live my Catholic Faith no matter how I messed up in the past?

This program is developed and administered according to the guidelines issued in the Archdiocesan Religion Curriculum Guide.

Vocations

All Catholic schools encourage Church vocations through annual programs.

CODE OF CONDUCT and DISCIPLINE³³⁰¹

Our conduct should always be based on the Theological and Cardinal Virtues. Virtues are gifts from God that lead us to live in a close relationship with him. Virtues are like good habits. They need to be practiced; they can be lost if they are neglected. The three most important virtues are called the Theological Virtues because they come from God and lead us to God. They are Faith, Hope, and Love. The Cardinal Virtues are human virtues, acquired by education and good actions. They are Temperance, Fortitude, Justice, and Prudence.

1. *TEMPERANCE* — Respond to all situations and all people with love; choose to control your emotions and avoid being reactive and responding negatively. Show others that we are imitating God's Greatest Commandment: To love one another as He has loved us. We can all help each other get to heaven by being examples of love, forgiveness, patience, and self-control.
2. *PRUDENCE* —Do unto others as you would have them do unto you. Seek the kingdom of God for everyone, remembering that everyone is special
3. *FORTITUDE* —Do the important things first even if they are tough. Let everyone be a witness that you are a Catholic follower of Jesus Christ and a leader in your home, school, and community.
4. *JUSTICE* —Listen to others first before you make a judgment or react. Put yourself in their place and feel what they feel. Always include everyone. Don't allow one person to make your day fall apart. Working together is better.
5. *FAITH, HOPE, and LOVE* —If you are frustrated, find a positive way to channel your energy so that you renew yourself and are prepared for the bad moments. Don't allow yourself to get stressed out. Make time to study. Make time to exercise. Make time to have fun with your family and friends. Make time for Jesus. Spend time with God by praying, going to church, reading scripture, and listening to Christian music.

Expectations and Responsibilities for Students

Remember that people judge Sacred Heart by the way you behave. Your conduct at all times should be respectable and all school rules should continue to be observed in the presence and supervision of schoolteachers, staff, and parents.

Respect:

1. Follow directions the first time they are given. Be attentive in class and do not involved in the school community.
2. Respect other students and do not endanger their safety by throwing any objects, hitting, pushing, playing rough, arguing, picking on them, making fun of them, or harassing them in any way. Remember the "Golden Rule". If a student is hurt in

any way by another student, he/she is to report the incident to the teacher or person in charge at the time of the incident. Please encourage your child to tell if any child is disrespecting them so that we can address this issue immediately.

3. Raise your hand to speak and stand up to be heard. Use your “inside voices” in class and in the halls.
4. Use the gift of speech properly. Do not use abusive, foul, or vulgar language or signs at school (which includes the playground, cafeteria, church, classrooms, outings, and sidewalks) or in your discussions with other students. Do not use abusive, foul, or vulgar language in your e-mails, texts, and social networks or chats with other students inside or outside of school.
5. No public affection between students may be demonstrated while at school or while on any field trip or school sponsored event. This is the best way we can show others how much we truly respect ourselves. There is a time and a place for everything; this is not the time or the place for this kind of affection.

Responsibility:

6. English is the required language for both in and out of class activities at Sacred Heart School in order to ensure success in future endeavors. We always expect all students to speak English.
7. "Fighting back" is not a Christian way to solve problems; on the contrary, such an action may only aggravate it and be treated as a fight by the administration. Do not react to situations; respond with love and dignity to others, especially if they don't deserve it.
Report anyone who is hurting you, scaring you, making you feel worthless, forcing you to keep secrets, or placing you in danger to a teacher immediately.
8. For the safety of all there will be no running in the buildings and halls or sliding down the banister or emergency slide
9. Remember that school personnel take the place of parents; therefore, students should remember to obey rules regarding their leaving school premises without the Principal's or Asst. Principal's permission. Students will not be allowed to leave the school or be in restricted areas during the day without permission.
10. Take care of all school and/or parish property. Keep your books and instruments labeled and covered all year long. You will be responsible for all damages to books and school property.
11. Be prepared and ready for academic success. Students must come prepared to learn and to begin class on time. Homework should be done when assigned and turned in on time. All students must have their school assignments, homework, learning materials, and writing utensils ready for each class each day.
12. Students are responsible for their own work. Do not allow anyone to see your answers or your work. Do not allow anyone to take your paper from your hands and check their work with it. Do not give anyone any answers by phone or in conversation. This is considered cheating. Cheating or copying someone's class work, homework, or test is never allowed. Plagiarism is also a form of cheating and cheating will not be tolerated.
13. Chewing gum on the school premises is not allowed at any time in order to keep the grounds and buildings presentable. Please help keep our school clean.

Students will not be allowed to chew gum on school sponsored events, outings, field trips, or games.

14. Cell phones may be brought to school by students who are responsible enough to abide by the Cell Phone Policy and use them appropriately; if not there will be a fine to pay.
15. Students are not allowed to throw the following objects, including but not limited to rocks, sticks, twigs, pebbles and acorns. Objects which, in any way, may present the slightest danger, specifically illegal drugs, alcohol, knives or other sharp objects, matches, lighters or any other type of dangerous objects, may not be brought to school. These items are a serious threat to the safety of our students and will be dealt with in a serious manner.
16. The Computer Lab is open with supervision before school and during lunch recess on most school days. The Internet is available, but the Closed Campus Policy is observed electronically.
17. The Library, Music Room and Art Room are only open to students with teacher supervision. Handle the library books, musical instruments and art supplies with care.

BULLYING PREVENTION³²⁰²

All Sacred Heart School's students are expected to represent themselves, their parents, and the school always with respect, pride, integrity, moral character and as a child of God. Therefore, bullying that occurs off-campus between Sacred Heart School students will not be tolerated and if brought to the attention of the administration, will be handled accordingly.

Definition - Bullying:

A single significant act or pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal aggression, engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school or the Archdiocese of San Antonio and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property; or
2. Is sufficiently, severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education and substantially disrupts the operation of a school.

Harassment:

Is defined as physical, verbal, or non-verbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive to the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates and intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Types of Bullying-Persistent or other Extenuating Circumstances:

1. Physical bullying is physical acts of aggression such as hitting, kicking, tripping, or pushing.
2. Emotional bullying is causing harm to someone's self-esteem or feeling of safety.
3. Relational/Social bullying is spreading rumors, intentional exclusions of others, passing harmful notes about another person.
4. Verbal bullying is threats of physical bullying, name-calling or other insults, such as making faces or obscene gestures, graffiti on bathroom walls.
5. Internet (Cyber) bullying is spreading harmful information or lies about others through e-mails, social media apps, chats, text messages, online blogs, cell phones, and camera. This includes but is not limited to: Facebook, Instagram, Snapchat, WhatsApp, and using another student's password/account.
6. Sexual bullying is unwanted touching or comments made about a person's body, body type or physical features including wedgies, bra snapping, and obscene gestures.

Prohibition Against Bullying and Harassment

As defined by the above-mentioned behaviors, bullying behavior is strictly prohibited, and such conduct will result in disciplinary action.

Examples of Bullying:

Bullying of a student may include hazing, threats, taunting, teasing, confinement, and assault, demands of money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Retaliation:

Sacred Heart School prohibits retaliation by a student or employee against any person who in good faith makes a report of bullying, serves and a witness, or participates in an investigation.

Examples of Retaliation:

Examples of retaliation may include threats, rumor spreading, ostracism, and assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student, who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding bullying shall be subject to appropriate disciplinary action.

Student Reporting Procedures

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, principal or other administrators.

Employee Reporting Procedures

Any employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Complaint Filing and Investigating Procedures

The following procedures must be followed for filing and investigating a harassment claim: The person may first choose to tell the individual causing the bullying/harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, or if the person feels uncomfortable talking directly to the individual causing the bullying/harassing, then the person must report the behavior to the teacher or administrator. However, the person alleging the harassment will not be required to present a complaint to a person who is the subject of the complaint.

Reporting any type of Bullying complaint may also be done anonymously through School Website (this also allows individuals to upload any supporting documentation such as photos, letters, screen shots, and text messages.)

- If the complaint is against the principal, the person must report the incident to the pastor or the superintendent of the Catholic schools.
- The person alleging the harassment will be asked to complete a formal, written complaint. The principal will promptly investigate the claim thoroughly and impartially, involving all necessary parties. The principal will meet with the alleged person. A written report of the investigation shall be kept on file by the school. The confidentiality of such a report will fully be maintained possible.
- Once facts have been gathered, the principal, in consultation with the pastor and/or superintendent, will decide what, if any corrective action is warranted. Once the school determines through its investigation that harassment has taken place, immediate and appropriate action will be taken.
- To be considered is the type, frequency, and duration of the offensive conduct, i.e. there is a pattern or practice of sustained harassment. A series of incidents at the school, not involving the same student but different students, when taken together, could create a hostile environment.
- If the complaint is against a non-employee, such as a parent, vendor, or volunteer, the school will investigate and take appropriate corrective action within its authority.
- The school considers harassment by students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.
- If the school determines that sexual harassment by a student has occurred, it should take timely, age appropriate and effective correction action, including steps tailored to the specific situation.
- Corrective action, such as changing seat assignment, or suspending the offender, is expected to minimize the burden on the student who has been harassed. Consequences of serious and/or repeated harassment will be cause for expulsion.

Investigating the Report

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of the investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten school days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary, to complete a thorough investigation.

Discipline Management Program:

Sacred Heart Catholic School administration, faculty and staff will use the school's discipline policy when determining consequences for reported bullying and harassment behavior. When determining the consequence for bullying, the following will be considered: age of the child, development and understanding of the child, nature of the offense, and the context in which the alleged incident occurred.

The following procedures will be used for reports of bullying and/or harassment:

1. Both parties shall be separated while not discriminating against either party.
2. Notification of bullying or harassment will be communicated in a timely manner to a teacher, counselor, principal, or administrator. This notification will note the time, location, potential witnesses, and offending party.
3. An investigation will then be conducted by the principal or designee. Upon completion of this investigation a disciplinary action will be implemented, the disciplinary action could result in expulsion.
4. The affected party will be informed that a discipline action was taken. The specifics will not be shared. Follow up will continue to ensure that the offending action has stopped.

Parents/guardians of both parties will be kept informed throughout the investigation process.

THE BULLY PREVENTION PLAN IS SUBJECT TO CHANGES AT ANY TIME AND WILL BECOME EFFECTIVE IMMEDIATELY.

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

Counseling

The principal or designee shall notify the victim, the student engaged in bullying, and any other students who witnessed the bullying of available counseling services.

To the greatest extent possible, Sacred Heart Catholic School shall respect the privacy of the complainant, persons against who a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation. Due to privacy laws, the principal cannot discuss disciplinary actions taken however, the principal will follow-up with all parties involved at the end of the investigation.

Disciplinary Action for Violating School Conduct Policies

The Principal may decide to expel a student found to have engaged in bullying. Since each child is unique and each situation is different, it is difficult to be specific regarding disciplinary measure to be taken. The age of the child as well as the offense must be taken into consideration. Whatever measure is to be taken must be remedial rather than punitive. Corporal punishment, ridicule, and sarcasm should never be used.

REMEMBER THAT THIS IS A CATHOLIC SCHOOL AND ALL STUDENTS ARE HELD TO A HIGH STANDARD OF BEHAVIOR. THE FOLLOWING DISCIPLINE PROCEDURES AND CONSEQUENCES ARE IMPLEMENTED TO DETER STUDENTS FROM MAKING POOR AND UNLOVING CHOICES.

The teacher on a personal level will discuss academic deficiencies and minor classroom infractions. Parents are to contact their child's teacher first to resolve any issues. If problems continue, parents can contact the school to schedule a conference with Administration and the teacher. Teachers will send home daily Behavior Charts to communicate with parents if the child needs it.

Corrective Behavioral Procedures for PK-1st Grades

Warnings are a serious matter in the guidance and formation of our Sacred Heart School students.

Classroom Corrective Procedures

1. Using positive and authentic praise
2. Give the student an individual VERBAL WARNING.
3. WRITTEN WARNING #1 - yellow light and name on board
4. WRITTEN WARNING #2 - red light or ☹; name on board + 1 check; time out in class; mark daily behavior chart to notify the parents about the behavior
5. WRITTEN WARNING #3 - red light or ☹; name on board + 2 checks; time out in class; mark daily behavior chart again to notify the parents about the behavior; call the parents for a conference and require that parents meet with the teacher. If behavior does not improve after parent/teacher conference, administration will be notified, and further action will be taken.

Severe Clause

A child that endangers others or self will be sent to the Principal who will contact parents to remove the child from the school for their safety and the safety of other students

Students in PK-1st Grade clear the board of warnings daily, returning to a Green Light or a ☺ face and begin each day with a clean slate.

Recess Detention or Time Out

At times a child will need to be removed from the play or learning area to avoid hurting himself or others. The minutes placed in detention may be equal to or up to the age of the child.

Consequences

If the student chooses not to abide by the Corrective Procedures, Phases 1 and/or 2 will be implemented. This will require a written, signed agreement between the school and family which enables the teacher to intervene and monitor the student's behavior. The following consequences may apply:

Phase 1: Time may be spent in another classroom or setting for 10-30 minutes. The purpose of this consequence is to put an immediate end to a problem by removing the student from the classroom.

Phase 2: Suspension. The student will be suspended from school beginning the day of the incident and up to three (3) school days.

Corrective Behavioral Procedures for 2ND – 8TH Grade

Warnings are a serious matter in the guidance and formation of our Sacred Heart School students. Each day a student begins the day with a clean slate, but 3 warnings accumulated in one day constitute a demerit and a Demerit Notice will be sent home.

Classroom Corrective Procedures

1. Using positive and authentic praise.
2. Give the students an individual VERBAL WARNING.
3. WRITTEN WARNING #1 – student's name and infraction are logged on the Respect & Responsibility Logbook (R&R book)
4. WRITTEN WARNING #2 – student's name and 2nd infraction is logged on the R&R book
5. WRITTEN WARNING #3 – student's name and 3rd infraction is logged on the R&R book; a Demerit is issued by the teacher or homeroom teacher; the Demerit is a written notification to the parent that serious behavior problems occurred at school. Parents must sign the Demerit Slip and return to students' teacher the following school day

Excessive Classroom Warnings

Excessive Warnings are when a student accumulates 10 classroom warnings in a 9-week period even though he or she may not have earned a demerit.

Excessive Warnings for poor conduct, misbehavior, poor choices, *speaking Spanish*, being out of uniform, and not being prepared for class with books, homework, or materials demonstrates that a student is not taking his or her responsibility. Therefore, any student **with 10 or more** documented warnings will be excluded from attending or participating in any extracurricular activities, including school dances, class trips or field trip events that occur within that quarter.

Demerits

All Demerits issued must be signed by the parents and returned to school with the student on the next school day after being issued. It is the child's responsibility to tell the parent the good and bad news from school. A copy of the signed demerit is kept by the teacher and one given to the Asst. Principal or Principal.

Severe Clause Dangerous Behavior

If a student is severely disruptive, he/she will be sent immediately to the principal. The Principal will determine the best course of action. The teacher will keep a record of the student's behavior throughout the year.

Discipline Consequences

The discipline records of the students of grades 2nd-8th grade are monitored through three different levels as follows:

Phase 1

Demerits will be given to students who do not follow the above-mentioned rules. Each demerit will be signed by the teacher, student, and the principal. The demerit will be recorded in the office on the student's behavior chart for the year.

Phase 2

If the student's behavior does not improve as demonstrated thru accumulating more warnings and demerits, a second conduct referral will be issued and recorded in the student's permanent conduct record. A second parent conference will be scheduled with the teacher, the Principal and/or the Asst. Principal. This may result in the student receiving In-School Suspension, not to exceed three (3) school days. This will result in disciplinary probation which includes discontinuing representing Sacred Heart School in any extra-curricular event. This includes sports, parties, plays, dances, choir, academic competitions, etc.

Phase 3

If the student continues to receive warnings or demerits returning from suspension, a conference with the student, parents, teacher and Administration will be scheduled to determine eligibility at Sacred Heart Catholic School.

Each case will be brought before a disciplinary committee, considering severity of the behavior and/or actions which may result in the student being expelled from the school.

Recess Detention or Time Out

At times a child will need to be removed from the play or learning area to avoid hurting himself or others. The minutes placed in detention may be equal to or up to the age of the child.

WARNING --- Automatic Demerits in 2nd-8th Grades

1. Being disrespectful to a substitute teacher or a parent volunteer when they post the student's name for a warning.
2. Using foul, abusive, or vulgar language or signs.
3. Physical violence towards Students or Adults
4. Any student caught cheating or plagiarizing information. In addition, the student's paper, quiz, or test will receive a zero. Any student assisting another student in cheating is also cheating and will receive the same consequences.
5. Leaving the school campus without permission from the principal, assistant principal or assigned teacher.
6. Irreverence while in the Sanctuary of the Church.
7. Defacing school property intentionally (e.g. carving or scratching into surfaces, having chewing gum on the premises, permanently writing on surfaces)

SCHOOL SUSPENSION POLICY³⁴⁰²

Suspension

Suspension is the temporary removal of a student from his or her regular school program for a specified period of time. Suspension is a very serious method of discipline and is used rarely.

In School Suspension (ISS)

An In-School Suspension where the student is removed from his/her classroom and placed in another part of the building for a period of time to work on instructional material. The time frame is no more than 3 days.

In-School Suspension is used as disciplinary measures by the school administration as an alternative to off-campus suspension and as a means to help students to learn to assume more responsibility for their actions.

- Students will work in isolation and will not be allowed to mingle or talk to other students.
- Students assigned to In-School Suspension may not attend or participate in any school activity for that semester.
- Students in In-School suspension must arrive at school by 7:50am and report directly to the office. Students will be dismissed after the rest of the student body at 3:35pm and must be picked up by a parent in the office.

The student will be given classroom assignments to do while on suspension and will hand in the assignments when he or she returns to class. Parents of the student will pay a substitute fee of **\$75 per day** in order to maintain the appropriate supervision of the student.

The student will receive credit for all assignments turned in to the teacher. If a test or quiz was scheduled on the days of the suspension, the student will be responsible for taking the test when he or she returns to regular classes.

Off Campus Suspension (OCS)

An Off-Campus Suspension may be issued to a student for one serious infraction, for repeated infractions, or for three (3) In-School Suspensions.

- Parents/guardians will be notified of any OCS via email and/or phone call and/or in-person conference.
- An OCS requires that the student be picked up from school for the remainder of the day or the student may be issued a full one-day or two-day suspension depending on the severity of the infraction. An all-day suspension (not to exceed 3 days) requires a meeting with a parent upon the student returning to school.
- The student will be ineligible for extracurricular activities during the days the OCS was served and will receive a "U" in Conduct on the report card.
- The student is responsible for completing all class and homework assignments on the due date.
- A student serving a two (2) or three (3) day off campus suspension will be placed on probation for the remainder of the school year. The student may not participate in extracurricular activities.
- If a student has served a two-day OCS and earns another OCS while on probation, a meeting must be scheduled with the student, parent/guardian, administrator, and pastor. Expulsion may be necessary in the best interest of the student and student body.

- If a student shows no marked improvement or gives the impression that he/she has no intention of improving behavior or attitude, through his/her actions, the principal may ask the parent to remove the child from the school. If the parent refuses to remove the child from school, Administration can expel the student. **Absences resulting from suspension from school are unexcused and all grades for the days are zeros.**

The OCS process and policies apply to all students in grade PreK3 through 8th grade. Serious Infractions For any infraction, it is the judgment of the Principal or designee to invoke a severity clause. The consequences based on the severity of the action will be at the discretion of the Principal and/or pastor.

The following are examples of, but not limited to, the types of behaviors that are not tolerated at Sacred Heart School at any time:

- **Forbidden Items** - bringing to school any non-school supply or item that is inappropriate or can harm another without specific permission from the teacher or administrator. These include but are not limited to laser beam instruments, aerosol sprays, electronic games, radios, MP3 players, handheld games, iPods, iPads, Smart watches, fidget items such as spinners, blocks, or any other similar item (unless pre-approved by Administration) etc. Any faculty or staff member has the right to confiscate such item and deliver to the Administration. Items collected will only be given back to the parent.

- **Cheating/Dishonesty**- giving or receiving any information on any assignment, quiz, test, or project. A grade of zero will be issued on the work of any student who participates in cheating and/or dishonesty. The student(s) will then be subject to disciplinary action.

- **Plagiarism** - taking someone else's work and claiming it as one's own, such as: using a person's exact words, paraphrasing a person's work, using a photo or illustration without crediting the source, copying and pasting articles from an encyclopedia or website.

- **Bullying** – A single significant act or pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal aggression, engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school or the Archdiocese of San Antonio and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property; or

2. Is sufficiently, severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and

2. Interferes with a student's education and substantially disrupts the operation of a school.

- **Harassment:** Is defined as physical, verbal, or non-verbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive to the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates and intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

- **Physical Aggression or Horse playing** - may or may not be malicious but is an act which can result in a child being hurt, i.e. pushing, pinching, tackling, biting, slapping, punching, throwing rocks or other objects.

- **Disrespect** – any insulting actions, gestures, drawings, and/or language (verbal or written) directed at any student, parent, faculty, or staff member. This includes any posting on any social media or social networks.

- **Vandalism/damaging of school or someone's belongings**- damaging, destroying or misusing school equipment or school property in any manner. Parents will assume the cost of repair or replacement of any school property damaged by the student. Any taking or damaging of another person's property will require replacement of such stolen or damaged items.

- **Graffiti** - any defacing of school property or the property of a student or teacher.

- **Forgery** - signing a parent's or guardian's signature (by the student or any other unauthorized person) to a note, test, or other materials; a parent or guardian may not give their child permission to sign the parent's or guardian's name.

- **Gambling** - betting in any form will not be permitted on the school campus or any place at which a school contest or activity is taking place.

- **Substance Abuse** - using, possessing, or distributing any type of controlled substance including alcohol-based hand sanitizer.

- **Theft** - taking or possessing any article of value that belongs to another person.

- **PDA** - any public display of affection to include kissing, hand holding, sexual, vulgar or profane behavior; possessing, writing, downloading/uploading any material that is sexual, profane, or offensive in nature is prohibited. Disciplinary action will be applied.

- **Cell phones** – use of cell phones during school hours is prohibited unless is requested by teacher for part of lesson.

- **Smart Watches**- use of any type of smart watch during school hours is prohibited. I.e. Apple watch, Samsung Galaxy watches, fossil, and any watch with cell phone functions.

- **Chronic Disruptive Behavior** - Behavior that repeatedly disrupts the flow of instruction and/or the teacher's efforts to maintain a harmonious classroom environment that is conducive to learning.

Expulsion³⁴⁰³

A student may be expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

Expulsion is a serious matter and should be invoked only as a last resort. Normally it will follow a single grave offense or a series of offenses indicating a basically hostile attitude. When such a serious case arises, the following procedures are followed:

- There must be a documented conference of the Principal, teacher and student. If the problem cannot be resolved in this conference, the student is suspended.

- This meeting is followed by a documented conference of the principal, teacher and parent. If no solution is reached, another conference is held with the Pastor/authorized agent or his/her designee present.
- The Principal and Pastor/authorized agent or his/her designee then decide either to readmit or expel the student. If readmitted, the student is on probation for a period of time. If the decision is for expulsion, the Archdiocesan Superintendent of Schools is notified and given a brief explanation of the reasons in writing.

Immediate Expulsion

A student may be subject to immediate expulsion when he/she:

- participates in disruptive activities by a group such as a gang;
- possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school property or at school sponsored activities;
- smokes or uses any tobacco product on school property or at a school-related activity;
- possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity;
- threatens bodily injury or harm to student/school personnel;
- assaults a student, parent or any school personnel;
- vandalizes school property or the property of others;
- engages in chronic or repeated behavior which disrupts the learning environment.

Disciplinary Action

In establishing appropriate disciplinary regulations, the following guidelines should be used:

1. Good classroom discipline is first and foremost the responsibility of the classroom teacher.
2. Emphasis should be placed on positive values rather than on punishment.
3. In dealing with student behavior, respect for the personal dignity of the student should be evident.
4. Conferences and written communication between the home and school regarding infractions and reasons for continued dissatisfaction must be documented and kept on file.

The following disciplinary measures are forbidden:

1. Corporal punishment (e.g., but not limited to: spanking, shaking, slapping, pinching, etc.)
2. Language which is sarcastic or calculated to bring ridicule on the student, his/her parents, or background
3. Sending a student outside the classroom where he/she is deprived of supervision;
4. Using religious exercises or important class assignments as punitive measures;
5. Any extreme or unusual form of punishment or any touching of a student in a manner that is considered punitive.

STUDENT UNIFORM GUIDELINES³³⁰³

Sacred Heart Catholic School engages its students in the serious task of learning. Consequently, we expect our students to dress for a Christian, academic learning environment, which will promote dignity, cleanliness, and good health. Students are expected to follow the dress code

expectations of their biological sex throughout the school day and during all school events, which include, but are not limited to, athletics, extracurricular and social activities.

Students not following the SHS Dress Code and Uniform Policy:

WE RESERVE THE RIGHT TO RESCIND N.U.D./FREE DRESS PRIVILEGES FROM ANY STUDENT WITH REPEATED INFRACTIONS OF THE REGULAR S.H.S. UNIFORM.

REMEMBER: The uniform is the hallmark of Catholic Education.

Identification

All items of clothing must be marked with the student’s first and last name. This includes shoes, lunchboxes, book bags etc.

- All uniforms must be purchased from the **Dennis Uniforms**, San Antonio Tx
- No hats or sunglasses may be worn with the uniform, but they can be worn outside during PE

It is the responsibility of the child to keep track of his or her sweaters, jackets, scarves, mittens, coats, ties, and belts.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
GIRLS	Formal	Formal or Casual	Formal, Casual, or Spirit	Formal or Casual	Formal
BOYS	Formal	Casual	Casual or Spirit	Casual	Formal

**All students will wear the uniform every day unless otherwise authorized by the Principal.*

GIRLS

- Only one pair of small stud earrings, a watch, and a single thin chain (no neck chokers) with no adornment except a religious medal/cross worn inside the blouse is allowed.
- No bracelets, rings, or wristbands are allowed. **Jewelry is not the responsibility of the school. Do not allow students to wear expensive jewelry or the family heirlooms to school. We are not responsible for lost jewelry items.*
- Hairpieces for girls must be blue, black, red, or white.
- Shirt tails are to be tucked in except during PE class or when playing on the playground.
- NO colored nail polish (only clear nail polish), lip-gloss, mascara, eyeliner or make-up of any kind.
- Keep the hair out of your eyes and face.
- NO extreme haircuts, hair color, or highlights.
- Students’ dress and tennis shoes must be **SOLID BLACK**

BOYS

- A watch and a single thin chain (no neck chokers) with no adornment except a religious medal/cross worn inside the shirt is allowed.
- No earrings, bracelets, rings, or wristbands may be worn by boys.
- Boys may wear one short sleeve white t-shirt with no prints on it under their red or white shirts.
- T-shirt sleeves may not extend past the uniform sleeve length.
- Shirt tails are to be tucked in except during PE class or when playing on the playground.
- Hair must be cut just above the collar of the formal shirt, maintained above the eyebrows and above and around the ear. Long hair or sideburns will not be accepted. **NO extreme** haircuts, hair color, or highlights. No mo-hawks or faux-hawks, or gel spiked hair longer than 1" is allowed. Plan to have your child get a haircut regularly.
- Students' dress and tennis shoes must be **SOLID BLACK**

SHOES

Students' dress and tennis shoes must be **SOLID BLACK...ALL BLACK** shoes with soft black soles. **NO** blinking lights on the shoes are allowed. No sandals, flip-flops, western boots, steel-toed shoes, clogs, or shoes with a heel above 1" are allowed with the uniform. If necessary, extra tennis shoes of any color may be brought to school separately, to be worn only in P.E. class. However, the student is responsible for this extra item brought to school.

ALL MASS DAYS WILL BE FORMAL UNIFORMS

FORMAL UNIFORM: To be worn on Monday and Friday or any special Mass Day

Girls Formal Uniform

Navy Blue Sports Coat (8th grade only)
Plaid Jumper (PK-5)
Plaid Skirt (6-8)
Peter Pan Collar Blouse (PK-5)
White Button-Down Dress Shirt (6-8)
Solid White Socks (at least 2" above ankle)
Solid Black Tennis or Dress Shoe
Blue Cross Tie (PK-5)
Long Navy-Blue Tie (6-8)

Boys Formal Uniform

Navy Blue Sports Coat (8th grade only)
Khaki Uniform Slacks (NO Cargo Pants or Jeans)
White Button-Down Shirt
Long Navy-Blue Tie
Solid White Socks (at least 2" above ankle)
Solid Black Tennis or Dress Shoe
Black/Brown Belt

ALL SKIRTS, JUMPERS, SHORTS AND SKORTS MUST BE NO MORE THAN 3 INCHES ABOVE THE KNEE.

CASUAL UNIFORM: To be worn on Tuesday and Thursday (and/or Wednesday)

Girls Casual Uniform

Khaki Slacks or Khaki Shorts
with Black/Brown Belt, or Khaki Skort
Navy Blue Polo
Solid White Socks (at least 2" above ankle)
Solid Black Tennis or Dress Shoe

**ALL SKIRTS, JUMPERS, SHORTS AND
SKORTS MUST BE NO MORE THAN 3 INCHES ABOVE THE KNEE.**

Winter Time:

**A long sleeve Navy Blue Polo
*Solid navy turtleneck under navy short sleeve Polo
Solid white tights (no flowers or lacy parts)*

Boys Casual Uniform

Khaki Uniform Slacks or Shorts
Red Polo
Solid White Socks (at least 2" above ankle)
Solid Black Tennis or Dress Shoe
Black/Brown Belt

Winter Time:

**A long sleeve Red Polo
Solid red turtleneck under red short sleeve Polo

SPIRIT UNIFORM: To be worn only on Wednesday

Girls Spirit Day Uniform

Khaki Slacks, Shorts with Black/Brown Belt
Khaki Skort
School Spirit Shirt
Solid White Socks (at least 2" above ankle)
Solid Black Tennis or Dress Shoe

Boys Spirit Day Uniform

Khaki Uniform Slacks or Shorts
School Spirit Shirt
Solid White Socks (at least 2" above ankle)
Solid Black Tennis or Dress Shoe
Black/Brown Belt

UNIFORM: Sweaters and Sweat Jackets

Boys may wear a solid navy-blue button-down sweater or zip front sweatshirt (no non-school logos) as part of their uniform in the classroom during the colder months of the year. *ONLY navy sweaters and sweat jackets are allowed to be worn inside the church, during cold days of late fall, winter, and early spring.***

Girls may wear a solid navy-blue button-down sweater or zip front sweatshirt (no non-school logos) as part of their uniform in the classroom during the colder months of the year. *ONLY navy sweaters and sweat jackets are allowed to be worn by girls inside the church, during cold days of late fall, winter, and early spring.***

**COATS: All coats must be taken off inside the school or church buildings.*

Out of Uniform Consequences and Penalties

Any student out of uniform will receive a written warning from their homeroom teacher. It will indicate that the student is "Out of Uniform".

After 2 uniform violations the student will not be allowed to participate in the next NUD (No Uniform Day).

If a student continues to be out of uniform more severe consequences will be administered. If the student is not wearing a tie/belt and enters the classroom, he/she will be sent to the office and if available, can purchase one.

No Uniform Day (N.U.D.) or Free Dress Day

Students must come to school dressed in attire that is appropriate for an academic environment. Therefore, the following guidelines are to be followed when not wearing the required school uniform on a NUD or Free Dress Day. Students not in compliance will be given appropriate attire for the day.

- No baggy or oversized clothing styles are allowed
- No torn or cut up jeans
- No tank tops, leggings, jeggings, tight or revealing clothes
- No blue jean pants are permitted for any Picture Days
- Shirts or tops must use appropriate language and not promote anything inappropriate for a Catholic school with high moral and ethical standards
- No short shorts or short skirts (not even with leggings underneath); all shorts and skirts for girls must cover the thighs and be no shorter than 3 inches above the knees
- Shoes must be appropriate for walking up and down stairs as well as for playing in P.E.
- No flip-flops, or heels

The primary goal of discipline is to form in the student habits and virtues, which help him or her grow to be the person that God is calling them to be. Through constant care, attention and loving correction, it is hoped that students will eventually arrive at self-discipline, the true discipline.

The goal of discipline is not punishment, but rather the development of attitudes, which reflect courtesy, respect for others, cooperation and reverence for the dignity of each person.

At Sacred Heart School it is our goal that:

- Students learn self-control by learning the consequences of their own behavior.
- Students recognize what behavior is desirable and when it is required.
- Students evaluate their own behavior.
- Students solve their own problems.
- All levels of discipline will be viewed as a teaching opportunity, placing the responsibility for the control of the student within the student.

All students are always under the direct supervision of the administration or the classroom teacher. Students are expected to conform to school policies and to all class regulations. Failure to comply with the regulations set forth by the teachers and administrators will result in disciplinary action.

INTERNET/USE OF ELECTRONIC COMMUNICATION²⁰¹⁴

Internet

Appendix: Technology Appropriate Usage Policy and Parent Permission Form and User Agreement

Terms, conditions, and regulations for students are as follows:

- Access privileges may be revoked,
- School disciplinary action may be taken,
- Appropriate legal action taken for any violation that is unethical and may constitute a criminal offense.

Schools must follow the state and federal laws regarding the use of filters on computers connected to the Internet.

Internet Safety³³⁰⁷

Internet terms, conditions and regulations for employees, volunteers, and students are as follows: Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that is unethical and may constitute a criminal offense. Schools will follow the state and federal laws regarding the use of filters on computers connected to the Internet.

All staff, volunteers, and students are required to sign an Electronic/Internet Access Agreement Form before they are allowed to use the school's computers in order to abide by the Internet Safety Policy required by the Archdiocese of San Antonio.

Use of Electronic Communication

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion. This policy applies to communications or depictions through email, text messages, or web site postings, or social media, whether they occur through the school's equipment or connectivity resources or through private communication, which:

- are of a sexual nature (Sexting)
- threaten, libel, slander, malign, disparage, harass or embarrass members of the school community;
- cause harm to the school community.

Internet Terms, Conditions, and Regulations

Acceptable Use

The use of Internet and related technologies must be in support of education and research and consistent with the educational objectives of the school. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks.

Unacceptable Use

Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Unacceptable use includes; Political lobbying, pornography, information on bombs, inappropriate language and communications, flame letter, transmission of a sexual image, sexting, use of social media to further any unacceptable material, etc. Acts of

vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

Cyberbullying^{3302/3307}

Bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Privileges

The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Acts of vandalism are prohibited.

Cell Phone & Electronic Devices

All student cell phones, and electronic mobile devices are to be turned OFF and turned in to the Homeroom (1st period) teacher before 8:10am. Phones will be kept in a box or bag until the end of the day.

When, where, and how can cell phones be used?

(Before 7:50 am and after 3:45pm)

If a cell phone or electronic device rings, buzzes, or is used before 3:45 pm without authorization from the school office or teacher; the cell phone or electronic device will be picked up and retained in the Principal's Office. The teacher or staff member will note the time of day the phone was retrieved from the student. The cell phone or electronic device will be returned to the child once a fine not to exceed \$15 has been paid. The owner of the phone or electronic device will bear all responsibility for the fine. Sacred Heart School is not responsible for any damages to a cell phone or electronic device brought to school by any student.

Students may see the Principal to recover the cell phone or the electronic device.

Cell phones may be used with SHS staff supervision in a designated area. Permission must always be sought and granted for any cell phone or electronic device to be used.

Cell Phone Use on School Trips

From our school to each destination cell phones may be used anywhere EXCEPT when at church or at the request of your teachers and adult chaperones to put the cell phones away. Those who have cell phone privileges must follow the agreement above and abide by all staff or chaperone requests.

How should your cell phone be used?

If you have obtained the privilege of having your own cell phone or electronic device by your parents, please consider what that means for our school community. We ask that you show respect when in the company of others and in common spaces when placing and receiving calls. Phone use and mobile electronic devices should be consistent with school guidelines which are based on cooperation with and consideration for all members of our school and community.

Under no circumstance should you use your cell phone or electronic device to send text messages, take photos, or record events that are inappropriate, offensive, or that could possibly hurt the feelings of another person. Your cell phone or electronic device must not be used to give

information regarding homework, quizzes, or tests. When taking a photo, you must obtain the consent of the individual(s) being photographed.

How can you lose this privilege?

If you use your phone or electronic device at a time or in a way other than those indicated above, you will lose your privilege for the remainder of the year. If you lend your phone to someone else who misuses it, you will still lose your cell phone privilege and be responsible for paying the fine.

FINANCIAL POLICIES

Tuition⁴⁴⁰²

Appendix: Refer to the published tuition schedule for the current school year.

The tuition is subject to change on an annual basis as needed. The tuition is an annual amount collected over a ten-month period. The first payment is due August 1 and on the first of each month thereafter through May. All families are obligated to adhere to the Annual Tuition Contract Agreement Policy and Guidelines of the current school year in which they enroll. Contact the school office for the current tuition rate.

<http://www.shsdelrio.org/admission>

Registration Fees

Registration forms must be completed after the testing of a new student occurs. In order to reserve a place in the class, a **non-refundable registration fee will be required. Exceptions** to the refund policy apply to active Military and Law Enforcement families who are transferred out of the area prior to the opening of school.

Payment Options

In a further effort to accommodate our students and their families, Sacred Heart Catholic School offers three options for tuition payment. You may choose from the following options.

- One annual payment due August 5th (5% discount)
- Fall Semester (1/2 of annual tuition) and Spring Semester (remaining ½ of tuition)
- Ten monthly payments

Families are required to participate in the FACTS Tuition Management Program. Parents will be able to select due dates using the FACTS Program. FACTS do not charge a fee for automatic deduction of payments through a bank checking or saving account. A 2.85% processing fee is charged with the use of a credit card or debit card. Tuition deductions are processed on the 1st or 15th of the month. FACTS apply a \$25 late payment fee/follow-up fee.

Monthly payments are due on the first of each month. The account is considered delinquent after the 10th day of the month and a \$75 late fee will be assessed.

If a family is unable to meet its financial obligations, after the account has reached 45 days past due your child(ren) will not be allowed to return to school until the account is current.

Tuition Discounts for Employees⁴⁴⁰³

To the extent that local resources will allow, Sacred Heart offers an Employee tuition discount. Employee tuition discount rates apply to employees who are personally responsible for the

tuition of a student in the school. The tuition discount rates will be promulgated at the time of employment and/or registration. Employee tuition discount rates and policies **shall be reviewed annually** by the Pastor/Authorized Agent, Principal and the school council to ensure equity.

Delinquent Tuition Accounts, Late Fees, and Returned Checks⁴⁴⁰⁵

- Accounts are considered delinquent after the designated due date as per your FACTS Tuition Management (FTM) A **\$75 late fee** will be assessed on all accounts not paid before this date (**no exceptions**). The Finance committee will contact all families with delinquent accounts.
- Accounts that remain delinquent past 60 days will result in child(ren) not being able to return to school until the account is current.
- Accounts that remain delinquent past 90 days may be turned over to an attorney or collection agency for final resolution. Any additional expenses incurred as a result of the collection will become the responsibility of the parent/guardian.
- **EOY (end of the year) payment – Accounts must be paid in full no later than the last designated day in your FTM date in May of the current school year. If the account is not paid in full the student(s) will not be allowed to participate in end of the year activities, may include but not limited to fields trips, end-of-year trips, fun day, etc., and/or return to school after the 11th day in May.**
- Registration for the following school year will not be accepted for any student whose tuition account is past due.
- A check that is returned by your bank for any reason will result in a fee of \$50 to your account. The charge will appear on your next tuition statement.
- If you are granted partial tuition assistance, the balance is due and payable monthly on the 1st of each month. If the account remains delinquent for 90 days from the date tuition was first due, you will forfeit any and all assistance/scholarships.
- All accounts must be current prior to attending any family funded events. Order of payments on delinquent accounts will be applied as follows: 1. Tuition 2. Extra-curricular Activities 3. Field Trips
- **For any delinquent account, a credit card, certified check or money order is required.**

As per the policy of the Archdiocese of San Antonio no enrollment will be permitted in any other Archdiocesan school while there are tuition and/or fees outstanding.

Tuition Assistance⁴⁴⁰⁴

Limited funds are available for tuition assistance to all currently enrolled students in the school through the Hope for the Future Scholarship Fund. Apply online to Hope for the Future Foundation at www.hopeforfuture.org and follow all their guidelines and requirements. All petitions for assistance should be directed to Hope for the Future.

Scholarship Assistance Fund and Tuition Assistance

The Scholarship Assistance Fund is a program that enables parents to offset the cost of tuition. If you participate in the Scholarship Assistance Fund program, we credit your account **ONLY** when we have verification. Please wait to see your credits reflected on your statement before you

deduct the amount from your payment. If your credits are not reflected, we have not received them.

Other Fees

Graduation Fee for Kinder and 8th Grade - \$35

Retreat & First Communion Fee- \$40

In addition to the tuition and fees discussed, please be advised that there are additional expectations each grade or club is asked to participate in throughout the year. These examples can be found in the Parent & Student Handbook under fundraisers.

Fundraising⁴⁴⁰⁹

There are two major PTC annual school fundraising events of which parents will be notified in August. These activities are ways to come together and celebrate that we are a Catholic School and Parish community. Funds raised through these activities are used for operational expenses, for special projects, and to fulfill the school's strategic plan.

No other monies whatsoever shall be collected from students or parents without the permission of the Principal. Neither may parents have school-related fundraisers without the written permission of the Principal.

Contributions through Fundraising

On an annual basis, all families of Sacred Heart Catholic School are required to participate or contribute their fair share equal to the fundraising responsibilities of all the other parents of the school without exception. Parents must attend the bi-monthly PTC Meeting to remain informed and provide their input about school contributions, donations, or fundraising events that are required by all SHCS families. Attendance is taken at each PTC meeting and your input is greatly appreciated.

NUD - No Uniform Days participation is optional. If the students are not participating in the NUD fundraiser, then they must dress in the required SHCS uniform for that given day.

Fundraising – Required Student Participation

Students in 6th-8th grade and National Junior Honor Society hold fundraisers for their classes, groups and clubs throughout the school year. All students in 6th-8th grade are required to participate in order to share in the success of the fundraiser for the common good of the class. The funds raised by the class will be designated to their class and used to offset expenses incurred throughout their Junior High tenure. Students in NJHS will be required to raise funds for the different events and charitable activities the Chapter supports.

Parental Obligations

At the end of the school year, all financial obligations must be paid in order to maintain your child's place at our school for the following school year. This includes fundraising contributions.

If a student is transferring to another Catholic School, please request the academic records of the student(s) only after you have fulfilled all of your financial obligations to Sacred Heart School.

HEALTH and SAFETY⁸¹⁰¹⁻⁷

The Texas Food Service Compliance Center requires that all food eating establishments post hand washing requirements in their facilities to remind everyone of the importance of hand washing and this includes the students.

If a student gets ill in school, the office will notify the parent/guardian and make arrangements for the child's early dismissal. When a parent cannot be contacted, persons who are listed on the child's emergency card will be contacted. Parents should not send sick (i.e. fever of 100 degrees or greater, vomiting within a 24-hour period, etc.) children to school. After a student has been absent from school with a communicable disease, a note from the child's physician is necessary before that child can return to school.

Pediculosis (Head Lice)⁸⁴⁰¹

Students found to have head lice shall be excluded from school immediately. Students shall be free of live lice and nits before re-admittance to school. School personnel, including but not limited to the school nurse or health coordinator, involved in detection of head lice should be appropriately trained. The importance and difficulty of correctly diagnosing an active head lice infestation should be emphasized. The school nurse or health coordinator is responsible for notifying the parent(s) or guardian(s) of the student who has lice. Letters of notice for parent/guardian of student with lice and classmates are available in the TCCED Health Manual.

In order to prevent a widespread problem and to avoid the spread of misinformation, parents should be instructed on how to recognize nits and given tips on treatment and prevention. Students found to have lice are to be treated with lice shampoo and returned to school with proof of treatment. A parent/guardian shall accompany the student. The student may remain at school only if they are found to be lice and nit free.

Health File³²⁰²

The Health Record/File for each child enrolled in Sacred Heart Catholic School must be kept up-to-date. All pertinent information (including immunization) is checked periodically. Vision and Hearing tests are offered in the school each year to students in Pre- Kinder through 8th grade. Scoliosis Tests and Acanthosis Nigricans tests are performed to 5th and 7th graders. If abnormalities are noticed during screening, the student is referred with the results of the screening test to a physician.

Parents are required to provide the school with information regarding changes in their child's medical condition; such as asthma, heart disease, or seizures. Please submit a doctor's note to the school office immediately.

Immunization Requirements⁸¹⁰²

All schools are required to comply with the Texas Department of Health immunization requirements for students. Check with your family doctor, our Health Coordinator, or the Texas Department of Health for the required immunizations that must accompany each student admitted to our school. A student who fails to present the required evidence shall not be accepted for enrollment. You must provide proof that your child has received his/her immunization and booster shots. When children receive their "booster" shots, please inform the school so that the student's Health Record can be updated.

According to Texas State Law, all immunization requirements must be met before a child can be admitted to the school and continue attending school on a daily basis. Failure to provide proof of vaccinations to the school will result in your child not being allowed to return to school until the vaccinations are administered and the health records are updated.

Medication Policy⁸²⁰²

Form: Medication Permission Request Form

Students are not allowed to carry medication on their person, including nonprescription medications. (The only exception is that, by physician direction, a student may be allowed to carry and self-administer inhaler medication.) Only medication which is necessary for a student to remain in school will be given during school hours. The *Medication Permission Request Form* must be completed by the parent/guardian and the health care provider in order for any medication, including "over-the-counter" medication (including but not limited to acetaminophen, ointments, cold tablets, cough drops), to be given by school personnel. Medication is to be brought to the office by the parent (responsible party). If the medication is liquid, it must be accompanied with a calibrated medication dispenser which has legible numbers on it. Only medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist will be administered during school hours. Medication will be dispensed by a designee of the principal.

Each student's medication must be in its original container clearly labeled with the following information:

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions for administration
7. Duration of administration

The staff member who is designated by the principal to assist a student in taking his/her medication may refuse to do so at any time. No medication which has expired will be given. Medication will be returned only to the parent/responsible party by school personnel. By physician direction, a student may be allowed to carry and self-administer inhaler medication.

Child Abuse⁸⁶⁰¹

Link: Texas Department of Family and Protective Services (DFPS)
<http://www.tdprs.state.tx.us>; www.txabusehotline.org

The Catholic schools in the Archdiocese of San Antonio will pursue all reasonable measures to assist maltreated children and their families. The Archdiocesan Department of Catholic Schools will:

1. Require that all Catholic schools comply with the requirements of *Texas Statutes Family Code Chapter 261*—Investigation of Report of Child Abuse or Neglect.
2. Cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect.
3. Cooperate with official child protective agencies if officials seek to interview a child at school.

4. Provide child abuse awareness in-service education, including legal requirements, for school personnel.
5. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

Reporting Abuse or Neglect

A person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law. *Family Code 261.101*. The report must be made no later than 48 hours after the hour that the person first suspects that the child has been or may be abused or neglected.

The report shall contain:

- name and address of the child,
- the name and address of the person responsible for the care, custody, or welfare of the child,
- and any other pertinent information concerning the alleged or suspected abuse or neglect.

Reports shall be made to any local or state law enforcement agency, and in addition shall be made to the Texas Department of Family and Protective Services (DFPS) at the San Antonio phone number 53-ABUSE or by their toll-free number 1-800-252-5400. More information on reporting can be found on the DFPS website: (www.tdprs.state.tx.us). On-line reporting can be done at www.txabusehotline.org.

If the allegation of abuse is being made against a school employee, the Superintendent of Schools must also be notified immediately. Reporting of Sexual Abuse (For implementation 2006-2007) any allegation of sexual abuse that involves a school employee, volunteer, or student must be reported to the Office of Victim Assistance and Safe Environment (OVASE). The Superintendent of Schools must be notified of the reporting.

Student Accident Insurance⁸¹⁰⁴

Sacred Heart provides the required Archdiocesan student accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment and is usually part of the regular fees charged to parents each school year. Student accident insurance is secondary insurance and covers students at all school related activities and for travel to and from all school-related activities. The Archdiocesan student accident insurance does not cover interscholastic football related accidents or injuries (with the exception of spring or summer training or off-season workouts) or school-sponsored overnight activities.

Student Transportation⁸⁶⁰²

Volunteer drivers in personal vehicles must complete a Driver Information Packet including a Criminal Background Check and certificate of OVASE Training.

Local School Wellness Goals⁸⁷⁰¹

Schools will implement the Wellness Policy by developing local school goals based on the Guidelines for Implementing the Wellness Policy. A Wellness Committee will annually evaluate

compliance with the Wellness Policy and local school goals. That evaluation will be shared with the Department of Catholic Schools.

DROP-OFF & PICK UP SAFETY

Morning Drop-Off

There will be **NO Parking** in the drop off zones to escort your child into the building **The school is not responsible for students on the playground or school premises before 7:30am. unless they have been dropped off in the Early Morning Care (front hallway) at or after 7:00am.**

PK students are to be dropped off in the front entrance and will be escorted to their designated classroom.

K-8th students are to be dropped off on Mill Street through the gate area after 7:30 am.

Early Morning Care Program

1. Early Morning Care begins at 7:00 am and ends at 7: 30am.
2. All students on the campus before 7:30am will be placed on the Early Morning Care.
3. They must enter through the Main Building and wait on the benches until 7:30am when teachers come on duty.

Afternoon Pick Up

Student dismissal is at 3:30pm. Students are to be picked up from the cafeteria unless change due to weather or other circumstances.

For the safety of the students:

1. Please collect your child at the designated pick up area
2. Your child must sit and wait with his or her assigned teacher in the classroom until picked up.
3. No child will be allowed to cross Mill Street in the middle of the street.
4. No double parking will be allowed.
5. All students who ride the “*transportes*” must walk to the designated area with the adult in charge and wait for their ride to come.
6. No children are allowed to play in the playground area afterschool unless part of the ASC or other school activity.
7. If your child/children are not ready when you come, please go around the block until they are ready. This will cut down on the congestion in the street.
8. No cell phones or electronic devices may be used until after 3:45pm without a teacher’s permission and supervision.
9. Students who need to stay after-school to see a teacher or for an activity must do so after 3:45pm; while they wait, they are under the supervision and care of the after-school duty teachers.
10. After-School Care (ASC) children must wait with their class until 3:45pm, until their After-School Care Teacher arrives.

After School Program

If you are unable to pick up your child at the regular time of dismissal, then your child will be placed in the After-School Program. This program is offered to all families. The hours are from

3:45pm to 6:00pm. The cost is \$10.00 per child per day or \$40.00 per week. If you are interested in this program on a regular basis, please let the school office know.

After School Program Policies

1. After School Program begins at 3:45pm and ends at 6:00pm. A late fee of \$1.00 per minute will be charged per child for any child not picked up by 6:00pm. Late fees will increase to \$5.00 per minute for those individuals who are habitually late in picking up their child.
2. After School Program students are in a supervised study hall, and a recreation period on a daily basis located in the portal by the children's playground.
3. Students will be released to authorized adults only. Parents must sign out each child every day on the sign-out roster. Only a parent or guardian may sign out students. If someone other than the parent or guardian is to pick up the child, the office must be notified that morning. Children who are not checked out properly will be asked not to participate in the program.
4. Students are not allowed to leave the school campus unless they have been released to an authorized adult. Should a student leave without permission, disciplinary action will be taken by the school administration.
5. Our After- School Program is strictly a service for the registered families of Sacred Heart Catholic School. Be advised that students on the school grounds are the responsibility of the school. It is for your convenience and the protection of your children that this program exists. The students who attend the After-School Care Program must comply with all school rules and policies.
6. Every possible attempt will be made to contact the parent; after 6:30pm if no contact is made, the Police Department/CPS will be notified.

For the safety of the students there are no exceptions to this policy.

EMERGENCY PROCEDURES

The Texas Catholic Conference Education Department requires that a system for scheduled drills including fire, tornado, and armed intruder must be implemented in order that the students are prepared for an emergency situation. Fire drills are held monthly. Disaster drills are held twice during the year. All students are informed of the proper manner in which to proceed to safe areas in the event of an emergency. The evacuation route is practiced with all children. The diagram of the evacuation route is posted in a prominent place in each room.

Crisis Management Plan⁵²⁰²

Crisis Management requires planning, practice, and clear thinking. No school can be fully prepared for everything that might occur at school or school-related activities; however, implementing a plan helps faculty, staff and students prepare for sudden occurrences and deal with them in a safe, professional manner. Consequently, crisis drills will be conducted at various times during the school year. Should the school have to be evacuated for a major emergency; students will be escorted to the John P. Stolte Center until it is safe to return to the campus.

Usually emergencies requiring evacuation involve the police and/or fire department, which will issue directives as to how the situation will be handled. The campus has emergency fire pull handles to be activated in an emergency.

Safety Codes⁵²⁰²

Sacred Heart has adopted the Safety Response Protocol (SRP). The "I love u guys!" Foundation

The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. SRP demands a specific vocabulary but also allows for great flexibility.

There are four specific actions that can be performed during an incident. Each response has specific student and staff action. SRP demands will be spoken softly and calmly over the intercom.

EVACUATE Evacuate is always followed by a location and is used to move students and staff from one location to a different location in or out of the building.

LOCKOUT Lockout is followed by: "Get Inside. Lock outside doors" and is the protocol used to safeguard students and staff within the building.

SHELTER Shelter is always followed by the hazard and a safety strategy and is the protocol for group and self-protection. Tornado/Hazmat

LOCKDOWN Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.

RETURN TO NORMAL

The danger has passed. Return to your normal routines. If you are outside, please enter the building calmly.

Fire Drill⁵²⁰⁴

1. The designation of places to which students will be taken.
2. The supervision of practice drills at regular but unscheduled intervals.
3. If there is a fire, the Pastor/authorized agent and Superintendent are to be notified immediately.

Tornado Warning⁵²⁰⁵

If a warning is in effect in the locality of a school, students should be taken to a safe place.

1. Students should be kept inside, away from windows/glass and preferably in an interior hallway on the lowest floor. If students are located in a portable building, they will be moved to the main building. Students in the Jr. High building will remain in the Jr. High building.

2. Students will be directed by the teacher to assume the accepted protective position - sit on the floor - head between raised knees – clasped hands covering the head and neck.

3. Students are expected to remain in the assumed position and remain quiet until the all clear signal is given.

We will be in constant contact with local weather authorities to track the weather conditions.

Lockout Drills⁵²⁰⁶

Lockout drills are to be conducted periodically to prepare for safety issues outside of the school, such as, a stray dog on property, report of a shooting in the area, or any threat outside of the school, etc.

1. Any students and or staff outdoors will come inside.
2. Teachers and or staff will lock all exterior doors.

Lockdown Drills⁵²⁰⁶

Lock Down drills are to be conducted periodically as a protection against intruders inside the school.

1. Teachers are to lock the doors and turn-off the lights.
2. Students take a duck-and-cover position in the classroom, out of sight of anyone looking in through the windows or doors.
3. Students are expected to remain *silent* until the all clear signal is given.

Bomb Threat (Evacuate)⁵²⁰³

If a telephoned or written bomb threat is received by the school, the following procedures are to be observed:

1. Evacuate the school as for the designated area, school gym.
2. Inform the police immediately. Once the police arrive, accept their decision as to the course of action to be taken.
3. Inform the Pastor/authorized agent and Superintendent immediately.

Please rest assured that all precautions will be taken to keep the students safe if they are at school.

Sacred Heart Catholic School will follow the decisions made by the local public school district, regarding school closure (early dismissal, full day, or late start) because of inclement weather or any other emergency. When such conditions exist, we follow the same procedure. Check the school email, shsoffice@shsdelrio.org. Please listen to KDLK, KTDR, KTJK, KWMC, and Channel 39 or log on to www.sfdcr-cisd.org. If the entire school district is closed due to bad weather or an emergency, then we are closed as well. There are two make-up days built into the school calendar that will be used if necessary.

Schools as Weapon Free Zones

Schools must follow the regulations as stated in Texas State Law. It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school-sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police. The principal should notify the parents/guardians of any student who is arrested for violation of this statute.

Concealed Carry Weapons⁵²⁰⁷

“PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H,

CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.”

Openly Carried Weapons

“PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.”

Students who violate this policy shall be subject to disciplinary action including expulsion.

PARENTS AND COMMUNITY RELATIONS

Visitors⁵⁰⁰⁷

Any person visiting the school must first stop by the School Office to be properly identified and checked in upon arrival to be given a visitor’s badge. A driver’s license or other form of identification with photo must be presented.

Unauthorized or unidentified persons will be asked to leave campus immediately. Police intervention will be used when necessary. Parents eating lunch with their child are required to obtain a Visitor’s Badge.

For the protection and safety of our students, any parents/guardian who wishes to observe or visit a classroom (does not refer to a lunch visits) is required to call the school office at least 24 hours in advance of the visit to make appropriate arrangements and have a cleared background check on file. Any visitor to the school who wishes to visit may do so as an observer only, not as a participant in any activity unless invited by the teacher(s).

Parent-Teacher Club (P.T.C.)¹⁴⁰³

Every school must have a Parent-Teacher Club. The purpose of the club is to foster a partnership between the home and school and to aid the principal in providing programs and financial resources for the improvement of the educational programs of the schools. All teachers should attend the meetings and be available to the parents for consultation. The blueprint constitution and by-laws of the Federation of the Catholic Parent-Teacher Club shall be used for all Parent-Teacher Clubs. Any addendum to the constitution and/or by-laws must be submitted to the Superintendent of Catholic Schools for approval of changes prior to implementation.

The Parent-Teacher Club is financially accountable to the principal and pastor/authorized agent. All organization funds shall be deposited into the school’s main operating account and made available to the Parent-Teacher Club when the funds are needed. Funds held for the organization should not be used for the school’s operating expenses unless the organization specifically designates the funds for that purpose. As with any other school organization, specific approval must be granted by the principal and pastor/authorized agent for the Parent-Teacher Club to maintain a separate bank account. The approved, separate bank account must use the school’s name and be recorded in the Archdiocesan mandated accounting system. The principal and pastor/authorized agent must be listed as signers for the account.

Parent Involvement ⁵¹⁰⁰

Parent involvement inside and outside the school improves parent–child relationships, parent–teacher communication and the overall family–friendly atmosphere to improve the quality of education. We need and appreciate parents, grandparents, or other relatives helping the school in any or all of the following ways:

- 1) Be Head Room Parent (to organize parties and class events)
- 2) Donate Items to your child’s class with teacher & principal approval
- 3) Library Assistant
- 4) Book Fair Volunteer
- 5) Be a Volunteer Driver for sports, trips, etc.
- 6) Asst. coaching a sports event
- 7) Help with Competition events, ie. CAAC
- 8) Hold a P.T.C. office
- 9) Be a Reading or Math Tutor
- 10) Volunteer for beautification projects.
- 11) Assist with school webpage.

Your presence and help in the school, strengthen the school and home relationship making you an even more valued and appreciated part of the school community.

Volunteers²¹¹⁵

Any volunteer serving at Sacred Heart in a position where he/she may have contact with children or young people must undergo a criminal background check, complete safe environment training as conducted by the Office of Victim Assistance and Safe Environment and receive and acknowledge the Archdiocesan Sexual Misconduct Policy. No individual shall be permitted to volunteer for any position where there may be contact with children or young people without first satisfying these requirements.

Volunteers and employees in Catholic schools must be 18 years of age or older if they are in any position where there may be regular contact with children or young people. The Principal reserves the right to decline or discontinue any offer of volunteer service at any time for any reason.

Volunteers shall cooperate with the Principal in providing a positive educational climate for the students. Volunteers are directly accountable to the Principal. Volunteers agree to abide by policies and procedures of Sacred Heart Catholic School and the Archdiocese of San Antonio Department of ^{Catholic} Schools.

All persons volunteering at Sacred Heart Catholic School must stop by the School Office so that they may be properly identified upon arrival.

Please let the School Secretary know if you plan on volunteering on a regular basis. This is a very important precautionary measure for the safety and welfare of the students.

Safe Environment Training (OVASE) ²¹⁰⁵

All volunteers must receive Adult Safe Environment Training prior to working with or around children. Training must be renewed every three (3) years based on the date of the first training. The Archdiocese of San Antonio uses the Protecting God's Children program developed by VIRTUS to educate adults on abuse prevention.

Criminal Background Check ²¹⁰⁴

All employees, prospective employees and volunteers must be in compliance with the archdiocesan policy on criminal background checks. All volunteers must be screened every three (3) years based on the date of their first screening. No volunteer may begin work until a clearance is issued. The finding of an arrest and/or conviction record will not automatically eliminate an individual from consideration for volunteering. All relevant circumstances, such as how long ago the arrest or conviction occurred, and the crime involved, will be considered in relation to specific position responsibilities and requirements.

Archdiocesan Sexual Misconduct Policy ²¹⁰⁶

All employees must fully comply with the Policy on Sexual Abuse on the Part of Church Personnel of the Archdiocese of San Antonio (available at <https://www.archsa.org/child-protection>). All employees and volunteers are required to receive orientation on the archdiocesan sexual misconduct policy.

Participation in Community Life

Good public relations demand harmonious and friendly cooperation with the local public school system and its officials. Schools shall make efforts to participate in activities of the community and to assist civic officials in projects aimed at the common good.

Use of School Grounds/Buildings

The principal and/or pastor must approve the use of the school grounds and/or school facilities for any time that school is not in session. The schedule/availability of the Gym and Parish Hall/Cafeteria use is the responsibility of the pastor's secretary at the church office. Gym use must be approved by the pastor.

School Publications ⁵¹⁰⁵

School publications serve not only to foster the creative talents of students but also to assist and support the school in its public relations. Such publications shall be available to students, parents, pastor, and the parish community at large. Articles of Archdiocesan interest shall be sent to the editor of the Archdiocesan newspaper for publication. All publications must be approved and reviewed by the administration. All fund-raiser notices and bulletins are included in this policy.

Media ⁵¹⁰⁸

Members of the media will not be allowed on school property unless authorized by school administration after presenting appropriate valid identification. School administration shall notify the superintendent if members of the media arrive on school property. The school administration shall approve communication with the media prior to any information being released.

Telephone and other Office Equipment

Students may be permitted to use the office telephone with a pass from their teacher. Students with cell phones may use them on school grounds only with specific permission from a teacher or administrator. Students are not permitted to receive faxes or to have copies made in the office.

Messages/Deliveries

The office staff is unable to leave the office unattended in order to deliver messages, forgotten

items, or lunches. **Parents may deliver forgotten lunches to the cafeteria and not the front office.** Students who have forgotten homework, PE clothes, field trip money, etc. may pick these items up at the end of the day only. Items will not be delivered to the classroom. Any messages to students should be limited to emergency situations only. Balloons, flowers, etc. must be delivered to the school office. These will not be delivered to the student until the end of the school day.

Lost Items

Lost or forgotten school items can be found in the "Lost & Found" corner in the cafeteria. All personal items should be marked with student's name, so they will be easier to identify. All items with the student's names will be returned to the child. All other items lost and without names, but in good condition will be donated to the needy or to an organization that can benefit from them.

COMMUNICATION

All aspects of school communication are very important. Parents are kept informed of school happenings and events through regular school email, bulletins, and monthly calendars. Please check your child's backpack on a daily basis for additional information sent by the teachers or the main office.

Due Dates

We strongly encourage all parents to honor the dates we give them as due dates for activities, participation and permission forms and reservations. We give you due date in order to plan and prepare for all of our students.

Conferences with Teachers

Student Led Conferences are scheduled after the 1st and 3rd 9 weeks grading periods. Parents will be notified of appointment times and are asked to limit the conference to the time allotted. Parents may also call the school office to schedule a conference.

Conferences with the Principal

An academic or disciplinary situation involving a faculty member and a student, which causes parent concern, should first be handled by asking the student to go back to the teacher for an explanation or by the parent asking the teacher for an explanation. If this procedure does not eliminate the parent concern, then the parent should make an appointment to discuss the situation with the faculty member or the teacher.

Only after these steps have been taken, should the parent /student/ teacher concern be brought to the attention of the Administration. If this does not resolve the problem, then the Principal will schedule a conference with the Pastor and the parents. Under no circumstances should a problem be directed to the Pastor, without first meeting with the Principal.

The Principal is available for conferences with parents and teachers. Conferences with the Principal are held **only** by appointment made through the school office. Please check the calendar and call to schedule an appointment at other times if necessary.

Conferences with the Pastor

Under no circumstances should a problem be directed to the Pastor, without first meeting with the Principal. The Principal will schedule any conferences with the Pastor and the parents.

P.E. Excuses and Notes

In order to be excused from any P.E. activity, you will need a written parental excuse for one day and a written doctor's excuse for more than one day.

Library

The Library is a very important support element to the total instructional program. In order to ensure the best service from the library, the following rules must be observed:

1. The Library will be open from 7:30am to 3:30pm.
2. If the teacher needs more than the assigned time for her class, arrangements may be made with the librarian.
3. The library is a learning place, not a place to play.
4. All books taken from the library must be checked out at the Librarian's desk.
5. Returned books are to be placed on the cart at the entrance to the library.
6. A fine of \$0.25 per day will be charged for overdue books.
7. If a library book is lost or damaged, the replacement cost must be paid to the library.
8. All library fines must be paid before a student can check out any other books.
9. A student may be refused books from the library if he/she habitually has overdue books or fails to pay fines in a timely manner.

Copyright⁷⁰⁰⁵

All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

1. copyright law,
2. fair use guidelines,
3. specific licenses or contractual agreements, and
4. other types of permission.

Employees, volunteers and students who willfully disregard copyright law are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability.

SCHOOL LUNCHESES^{7601/8701}

Students must bring a lunch box or a sack lunch from home, with their name clearly written on it, on a daily basis. Lunches must be dropped off to the designated area in the cafeteria beginning at 10:30 and during lunch periods (10:40-11:45). **Please do not drop lunches off in the Office.**

Parents are welcome to eat lunch with their child in the cafeteria. Please sign in at the School Office and obtain a Sacred Heart School Visitors Badge before coming to the cafeteria.

School Lunch and Milk Program

A Child Nutrition Program, administered by the U.S. Dept. of Agriculture is not currently held at Sacred Heart Catholic School. Send a sack lunch on a daily basis and send food items that are easy to open.

Microwaves

Pk-1st grade students **Will Not** be allowed to use the microwaves. Teachers cannot warm up food for children or prepare food for them unless they have a health permit from the City of Del Rio on file in the school office. Please send food that is ready to eat.

2nd-8th Grade students may use the microwaves to warm up their meals on their own if children have written parental permission on file at the school. Please sign the required form for each child and return to the school.

School Celebration

Class celebrations are scheduled for Halloween, Thanksgiving and Christmas. Each class must have a ROOM PARENT or a TEAM OF ROOM PARENTS to help coordinate the approved celebrations for the class. **All food items must be store bought, NO homemade food is allowed.**

All parties and celebrations are under the direct supervision of the teacher and must comply with the guidelines established by the Administration in collaboration with the P.T.C. and the Room Parent(s). All celebrations will be held at specified times. Any other special activities or treats must be cleared through the office.

BIRTHDAY OR SPECIAL LUNCH CELEBRATIONS AT SCHOOL

No birthday parties will be approved on the day of the monthly Pizza Sales. Parties or celebrations may not detract from or coincide with fundraisers

All birthday or special celebrations at school must be cleared by the school Principal at least **3 school days in advance and the parent must fill out a written request in the school office.**

All parties or celebrations must be held within the regular lunch scheduled time not to exceed 35 minutes. All birthday lunch celebrations will be held in the cafeteria. Parents hosting a birthday celebration are reminded that they must check in at the office prior to setting up in the cafeteria. Both the parents and the teacher are responsible for the students during celebration. Parents must clean up after all parties and celebrations.

Do not send invitations to parties outside of the school unless you send an invitation to **ALL** of the students in the classroom. The parent must get approval from the teacher and the principal to allow the child to deliver the invitations.

EVENTS AND PROGRAMS

At appropriate times, students participate in programs both academic and spiritual. These may include:

- Academic Fairs- Catholic Arts & Academic Competition (CAAC)
- School and Regional Science Fairs
- Field or Fun Days
- Sports
- Rondalla
- Talent Shows
- Christmas Programs
- Sacramental Preparation

- Special Liturgies
- Service Projects
- Parades
- National Junior Honor Society

Students engaged in after-school activities and events must abide by all school regulations and must have parental permission to stay after school. Those persons directing these after-school activities are responsible for the supervision of the participants.

NATIONAL JUNIOR HONOR SOCIETY

Grades 6,7, and 8

The aims and purposes of the NJHS are to further develop to the fullest extent possible the five qualifications on which a student is judged in order to become a member of this organization.

Membership criteria include:

- *Scholarship*: Grade point average of 90% or higher in the seven major subjects
- *Leadership*: Demonstrates leadership, influences peers in upholding school ideals, contributes to civic life of school
- *Character*: Consistently exemplifies desirable qualities of behavior, courtesy, honesty and respect for others
- *Service*: Must demonstrate continuous efforts of service; must meet at least the minimum service hour expectation in Apostolic Service Program and Tutor Time requirements from the school organization.
- *Citizenship*: Understands importance of civic involvement and demonstrates mature participation in activities and events of the school.

An elected member of NJHS is one of the highest honors a student may receive. The criteria for membership are specified in this “Handbook” and the “Chapter Constitution” which are commensurate with the National standards.

Students will be considered for memberships who exemplify the five pillars of the society:

- Scholarship, Leadership, Citizenship, Character, Service and who have been recommended by at least 3 of their upper unit teachers.
- Recommended students will receive an information packet and upon submission the packet will be reviewed by a faculty review committee.
- Students who have been inducted at the end of their 6th grade year are eligible to run for office at the end of their 7th grade year.
- Any of the eligible members must have completed their required service hours in addition they must complete their required commitment to Tutor Time (five hours)

Sports Program

Students participating in the sports program must be examined by a U.S. physician and must have a Sports Physical on file as well as adequate insurance coverage. The school is not responsible for any injury received by the students.

EXTRA-CURRICULAR ACTIVITIES

All students participating in extra-curricular activities will abide by the “No Pass, No Play” Ruling as established by the Texas Legislature. A student athlete enrolled at Sacred Heart that is in good and regular standing is permitted to participate in any sport. **A student may not be**

failing more than one subject nor receive less than a 70% overall grade point average on his/her mid-quarter progress report or end of quarter report card. A student will remain ineligible until the next mid-quarter progress report or end of quarter report card has been distributed and the academic deficiency has been removed.

Conduct is also a major factor in allowing any student to participate in any extra-curricular activity. Their conduct must be maintained at O, S, or I level. If, for any reason, the student has a U for a conduct grade, that student will not participate until the conduct level improves to an I or better. Extra-Curricular Activities are defined as any outside classroom activities sponsored by the school.

Activities Program³⁵⁰¹

The activities program, including sports, is the responsibility of the Principal and must be under his/her general supervision. Any activity or program held during the school day should meet the needs, interests, and abilities of the students and must not interfere with the normal routine of the school.

Elementary School Athletics³⁵⁰³

Activities are planned and directed by the school coach with the approval of the vice principal. Students who are interested in trying out for a sport should contact the head coach for that sport. League contests and all sports activities are governed by the rules and regulations of the Archdiocese Interscholastic Athletic League (AIAL).

Grade eligibility for teams is as follows:

- Boys in grades 5th through 6th comprise the "B" Team.
- Boys in grades 7th and 8th comprise the Varsity "A" Team.
- Girls in grades 5th through 7th comprise the "B" Team.
- Girls in grades 7th and 8th comprise the Varsity "A" Team.

Students in 6th grade with exceptional athletic ability may be placed on a Varsity team with AIAL approval.

Sports offered each year will depend on student interest and will include volleyball, basketball, and track.

All participants in extracurricular sports are covered by the insurance required through the school at the beginning of the year. Eligible students who wish to participate in athletics must first secure parent/guardian permission. Blank forms for physician's permission may be obtained from the coach. After the proper signatures are recorded, these properly executed forms are to be returned to the coach. A medical release form for emergency treatment must be signed by a parent/guardian and must be returned to the coach. Students must pass their physical in order to participate in the sports program.

If a student receives In-School Suspension, he/she may not participate in any extracurricular activity on the day In-School Suspension is served. Any student who is absent a half-day (must be in school before 10 am.) or more from school on the day of the athletic event (game, practice, tournament, meet, etc.) will not be allowed to participate upon arrival at school or at the event site without specific permission from the administration.

Transportation for an off-campus athletic event should be provided by the parents of each athlete. The school does not assume the responsibility of supervision of younger brothers and sisters of the athlete. Parents must provide a note to the coach and the school office, dated

and signed by a parent or guardian, if a student is to carpool with another parent to any off-campus event.

Athletics Academic Eligibility/Ineligibility:

A student athlete enrolled at Sacred Heart Catholic School that is in good and regular standing is permitted to participate in any sport. A student must not be failing any subject at the time of event. A student will remain ineligible until the next mid-quarter progress report or end of quarter report card has been distributed and the academic deficiency has been removed.

Athletic Booster Club

The purpose of this club is to provide for the fellowship of the athletes and associated individuals at Sacred Heart Catholic School. In addition, the club provides the parents with an avenue of service to the athletic program whereby they may serve God, their church and community in a Christian-like manner.

An athletic fee of **\$100.00 per sport will** be assessed to the family and must be paid in FACTS within one week starting with the first day of try-outs/practice. If the fee is not paid after the one-week period, the athlete will not be able to continue to practice or play until the fee is paid.

In addition to the fee, the parent/guardian is required to serve at least 2 shifts working the admission gate or concession stand during a season game. **If the parent/guardian does not show up for their work shift, a cost of \$20.00 will be billed to the parent/guardian per shift.**

During athletic events, both participants and spectators, including parents, will abide by the following rules:

- Decisions of the officials must be respected.
- Respect must be displayed for coaches and players of both teams.
- Stand for prayer.
- Any image or model of a school mascot should be displayed before home fans only; it should not be paraded in front of the opposing team or their spectators.
- Signs may be displayed for identification or for developing school spirit. No one will display a derogatory sign at any athletic event.

WARNING!! A school may be disciplined for the offensive behavior of its fans or participants. Such an offense could impose a penalty on the entire athletic program at Sacred Heart Catholic School. Students and parents are asked to solicit the cooperation of the spectators to protect the reputation of the school. What an individual may judge to be a poor call or unsportsmanlike conduct by an opponent is no justification for Sacred Heart Catholic School community to exhibit poor sportsmanship. Poor sportsmanship on the part of a student, parent, or guest will result in expulsion from the field/gym.

FIELD TRIP POLICIES⁷¹⁰⁹

Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful and enjoyable learning opportunity. The principal must initially approve the planning of the field trip or outing.

The following criteria should be taken into consideration when planning a field trip or outing:

- The nature and purpose of the trip should relate to the mission, philosophy and goals of the school.

- Field trips should be related to the curriculum, meeting educational objectives and goals.
- The trip should be appropriate for the age and maturity level of the students.

The following requirements must be met when seeking approval for a Field Trip:

1. The principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. Any student placed on Disciplinary Probation will not be able to accompany his or her class on a field trip, outing, or special event. The classroom teacher(s) along with the Principal will have the final decision on this matter.
2. Adequate transportation must be provided by the volunteer/parent drivers. Following all procedures as stated above.
3. Adequate supervision by qualified adults must be provided by the school, including one or more employees of the school.
4. The student must have a signed and dated release form from the parent/guardian for each field trip and **turned in by the due date**, so transportation and activities can be planned. Any specific information such as purpose, activities, fees, emergency numbers, must be indicated or requested on the permission release form.
5. A Walking Distance Field Trip Form is to be signed yearly for field trips that require no transportation. Parents will be given advance notice of the field trips throughout the year.
6. The teacher and/or administration oversee all field trips, establish and approve itineraries and agendas. Chaperones are always expected to follow these plans and remain with the group. Chaperones are expected to provide leadership and cooperation with the teachers to ensure a safe and enjoyable time for everyone.
7. All chaperones **MUST** have completed the Safe Environment Training (OVASE) and have a completed Background Check.
8. Field Trip and School Release Forms are available for parents who make other arrangements for their child after a field trip, school event, or activity. Field Trip Forms must be signed and returned prior to the field trip.
9. All student emergency medical information or medication permission forms remain in effect during the field trip activity. The permission form and the medical forms must accompany the students on the trip. If the field trip is out of town and/or overnight, parents should be asked to submit more specific information as needed.
10. One day out of town field trips – must be approved by the principal.
11. Overnight field trips, out of state and out of country field trips – must be approved by the principal Unless the school specifically approves a trip, the school's name cannot be used. Trips that involve students will not be promoted or organized within the school.

Driver Information

A driver's information form will be signed by each person transporting students and can be picked up in the school office. This form must be turned in to the office with necessary documentation for processing through the Archdiocese.

Drivers will adhere to the following guidelines:

- Proof of insurance must be given, and drivers must have a valid driver's license.
- Inspection sticker must be current.
- All students must wear seatbelts. Only one child per belt and boosters when appropriate.

- Teachers will provide a list of occupants for each vehicle.
- *All cars will travel the same route in a caravan.*
- All drivers will exchange cell phone numbers.
- Each driver will carry an emergency information on the students.
- Each driver will carry a basic emergency kit.
- No children, under 100 lbs., are allowed in the front seat.
- Car doors need to be locked while traveling.
- Drivers must strictly adhere to speed limits.
- Do not plan other errands while transporting students on a field trip.
- No texting, talking, or any other form of cell phone use by the driver while transporting students.
- Parents transporting students to and from field trips, it is required that two non-related adults travel in each car to help with supervision.
- **Make sure students are always accounted for when entering or exiting vehicles.**

The school and its employees will not be held liable for accidents or injuries on a field trip. Non-school approved trips that involve students will not be promoted or organized within the school.

School Sponsored Dances

Any teachers can sponsor occasional school dances. These dances are fundraisers. Particular policies govern these dances.

Teacher(s) are the sole sponsors of any class dance and are responsible for:

1. Opening and locking the Parish Hall.
2. Obtaining a minimum of 4 adult chaperones to be present during the entire dance.
3. Supervising the conduct of students and their guests.
4. Leaving the Parish Hall in order and set for cafeteria services.

The sponsor and chaperones will enforce all regular school rules and the following rules:

1. Students will not be permitted to leave the Hall.
2. If a student does leave, his/her parents will be contacted immediately.
3. Only the students sponsoring the dance will be allowed to go to H.E.B. or other stores to buy extra food or supplies.
4. Only students' guests approved by the Principal will be admitted to the dance.
6. The sponsor and chaperones will remain until all students have gone home.
7. The class sponsoring the dance is responsible for obtaining the appropriate music and/or D.J. for the dance.

MORAL ENVIRONMENT

Alcohol

Employees/volunteers shall not report to work under the influence of alcohol. Consumption of alcoholic beverages on school property during regular work hours is prohibited. Any employee/volunteer who violates this policy will be subject to sanctions up to and including termination.

Search and Seizure³³¹⁰

Since the legal relationship between the Catholic school and the student [or the student's parent(s) or guardian(s)] is one of contract law, the parent/student handbook of rules and regulations governing school operations and procedures must contain a statement concerning the use of lockers, the possession of illegal substances and objects, and the resulting disciplinary action for violation of the school rules in these areas. The School Principal and/or his/her designee may search student desks, lockers and belongings including, but not limited to, handbags, briefcases, backpacks and other items in a student's possession.

Substance Abuse³³⁰⁹

No student shall possess, use, or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
2. Alcohol or any alcoholic beverage;
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation;
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

Definitions:

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated. Students who violate this policy shall be subject to disciplinary action including expulsion.

A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student’s use shall not be considered to have violated this policy.

The transmittal sale or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Students involved in such actions shall be expelled immediately from school.

ANTI-HARASSMENT PROCEDURES³³⁰²

The schools of the Archdiocese do not condone harassment of any kind. All students of the Archdiocese are to be treated with dignity and respect.

Harassment in any form, including bullying and cyber bullying, is prohibited. Bullying, a form of abuse, can be defined as repetitive acts of manipulation and/or aggression by one or more persons against a person. For bullying to occur there must be an imbalance of power, intent to harm, and repetition of the type of act. Bullying can further be defined as either physical (verbal or written), or non-physical. (See appendix for behaviors considered as bullying behaviors.)

This prohibition against acts of harassment applies to all people engaged in all school related activities; all students, regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants. Each Catholic school is to develop or adopt a bullying prevention program and school policies to address bullying behaviors on and off school campus which directly impacts school climate. Each school should share their plan with teachers, staff,

parents, and students. (See appendix recommended components of a bullying plan.) Schools shall also adopt specific guidelines for students who are readmitted to school if they have been suspended due to bullying behavior.

Procedure When an Allegation of Harassment is made against Laity

The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. When an allegation is made regarding harassment against laity, the person reporting the complaint should be informed to notify the Human Resources Office who will in turn notify the Archbishop (or his designee). Their office telephone number is (210) 734-1689.

The Director of Human Resources will immediately initiate a preliminary investigation to begin a prompt and thorough evaluation of the alleged harassment. The alleged perpetrator will be placed on Administrative Leave with Pay (if an employee) or Suspension (if a volunteer) during the evaluation process. Care will be taken to avoid endangering anyone's good name during this process. The Director of Human Resources will notify the alleged perpetrator, his/her supervisor, and the person who brought the allegation of the conclusion of the evaluation.

Procedure When an Allegation of Harassment is Made against a Cleric

The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. When an allegation is made regarding harassment against a cleric, the person reporting the complaint should be informed to notify the Office of Victim Assistance and Safe Environment (OVASE) who will in turn notify the Archbishop (or his designee). The OVASE telephone number is (210) 734-7786 or 1-877-700-1888.

The Archbishop (or his designee) will initiate the preliminary investigation.

The Archbishop (or his designee) will notify the alleged perpetrator, his/her supervisor, and the person who brought the allegation of the conclusion of the evaluation.

Procedure When an Allegation of Harassment is Made against a Person Who is Not an Employee or Volunteer

All incidents of alleged harassment shall be investigated by the principal and/or pastor/authorized agent and reported to the superintendent. A written report of the allegation and the investigation shall be kept on file at the school. The final action taken shall be determined by the investigator and may include, especially in cases of second offenses, removal of the individual from participation in any school activities or programs.

Procedure When an Allegation of Harassment is Made against a Student

All incidents of alleged harassment shall be investigated by the principal and/or pastor/authorized agent and reported to the superintendent. A written report of the allegation and the investigation shall be kept on file at the school. The final action taken shall be determined by the investigator and may include, especially in cases of second offenses, suspension or expulsion.

ANTI-HARASSMENT ENVIRONMENT FOR EMPLOYEES/VOLUNTEERS

All employees of the Archdiocese are to be treated with dignity and respect. Harassment in any form, including bullying and cyber bullying, is prohibited. Bullying, a form of abuse, can be

defined as repetitive acts of manipulation and/or aggression by one or more persons against person. For bullying to occur, there must be an imbalance of power, intent to harm, and repetition of the type of act. Bullying can be further defined as either physical (verbal or written), or non-physical. (See appendix for behaviors considered as bullying behaviors.) This prohibition against acts of harassment applies to all people engaged in all school-sponsored activities. Throughout the rest of this policy, the term “person” will be used to refer to lay employees, religious and clergy ministering in schools.

Procedure When an Allegation of Harassment is made Against Laity

The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. When an allegation is made regarding harassment against laity, the person reporting the complaint should be informed to notify the Human Resources Office who will in turn notify the Archbishop (or his designee). Their office telephone number is (210) 734-1689.

The Director of Human Resources will immediately initiate a preliminary investigation to begin a prompt and thorough evaluation of the alleged harassment. The alleged perpetrator will be placed on Administrative Leave with Pay (if an employee) or Suspension (if a volunteer) during the evaluation process. Care will be taken to avoid endangering anyone’s good name during this process. The Director of Human Resources will notify the alleged perpetrator, his/her supervisor, and the person who brought the allegation of the conclusion of the evaluation.

Procedure When an Allegation of Harassment is made against a Cleric

The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. When an allegation is made regarding harassment against a cleric, the person reporting the complaint should be informed to notify the Office of Victim Assistance and Safe Environment (OVASE) who will in turn notify the Archbishop (or his designee). The OVASE telephone number is (210) 734-7786 or 1-877-700-1888.

The Archbishop (or his designee) will initiate the preliminary investigation. The Archbishop (or his designee) will notify the alleged perpetrator, his/her supervisor, and the person who brought the allegation of the conclusion of the evaluation.

Procedure When an Allegation of Harassment is made against a Person who is Not an Employee or Volunteer

All incidents of alleged harassment shall be investigated by the principal and/or pastor/authorized agent and reported to the superintendent. A written report of the allegation and the investigation shall be kept on file at the school. The final action taken shall be determined by the investigator and may include, especially in cases of second offenses, removal of the individual from participation in any school activities or programs.

Procedure When an Allegation of Harassment is made against a Student

All incidents of alleged harassment shall be investigated by the principal and/or pastor/authorized agent and reported to the superintendent. A written report of the allegation and the investigation shall be kept on file at the school. The final action taken shall be determined by the investigator and may include, especially in cases of second offenses, suspension or expulsion.

Anti-Harassment Environment for Employees and Volunteers

All employees and volunteers of Sacred Heart Catholic School are to be treated with dignity and respect. Harassment in any form, including bullying and cyber bullying, is prohibited. Bullying, a form of abuse, can be defined as repetitive acts of manipulation and/or aggression by one or more persons against a person. For bullying to occur there must be an imbalance of power, intent to harm, and repetition of the type of act. Bullying can further be defined as either physical (verbal or written), or non-physical. (See appendix for behaviors considered as bullying behaviors.)

This prohibition against acts of harassment applies to all people engaged in all school related activities. Throughout the rest of this policy, the term “person” will be used to refer to lay employees, religious and clergy ministering in schools.

MORALITY

Pregnancy³³⁰⁴

A primary purpose of Catholic education is to guide students’ growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God’s plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values.

However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner. In order to ensure the best interests of the student(s), parents and the school community, the following guidelines will be implemented:

When school personnel become aware of the pregnancy, the principal must meet with the pregnant student and then her parent or guardian. The student must receive appropriate professional counseling consistent with Catholic teaching.

If the father-to-be is identified and if he is a student in a Catholic school, the principal of that school must meet with him and his parent or guardian. The father-to-be must be involved in a counseling program similar to that provided the mother-to-be.

The school will assist the pregnant student in completing her education either by allowing her to continue attending classes or by referring her to an appropriate alternative program. If the student is to remain in school, she will be allowed, with a doctor’s written approval, to participate in all activities to the extent that her condition and the common good of the school dictate. If the student desires to return to the school after the birth of the child, the school will facilitate her continuance only with appropriate documentation from a health care provider. The condition of pregnancy, itself, must not exclude the student from participating in the public graduation activities and events. However, the principal, in consultation with the superintendent, the parent or guardian, and in the case of parish schools, the pastor, must determine whether unique circumstances may necessitate pursuing an alternate action.

Abortion³³⁰⁵

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion. Therefore, the involvement of any student in procuring or assisting in the procurement of an

abortion is cause for such student to be dismissed from school. If it becomes known to any member of the school community that a student is contemplating or planning an abortion all reasonable encouragement must be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child must be treated with compassion and respect.

Marriage and Co-Habitation³³⁰⁶

If a marriage of a student is recognized as valid by the Catholic Church, the school administration will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or sanctions against the student. Co-habitation and a marriage not recognized by the Catholic Church may be causes for expulsion.

GRIEVANCE PROCEDURES

Grievance for Student Expulsion³⁴⁰⁴

The following grievance procedure must be published every year in local school handbooks. This policy and procedure shall apply only to instances of student expulsion.

Procedure

Prior to the initiation of a formal grievance, parents who seek redress for their expelled child must first confer directly with the Principal (“conference”) for resolution of the situation. If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint, including a brief summary of all pertinent conferences, must be prepared and filed with the school council secretary within three (3) school days of the conference, or decision resulting there from, whichever is later. The date and time of filing will be recorded on the original of the complaint.
2. The school council secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (“LGC”), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within seven (7) school days of its receipt of the grievance. The LGC will render a decision within ten (10) school days of its receipt of the grievance.
3. If the aggrieved party is still not satisfied with the decision of the LCG, an appeal may be made to the pastor within three (3) school days of the decision of the LGC. The pastor/authorized agent, will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the pastor’s receipt of such an appeal. The pastor will then render his decision within five (5) school days.
4. If the aggrieved party remains unsatisfied with the decision of the pastor, the avenue of further appeal would be the Archdiocesan Grievance Council. Such an appeal must be sent in writing within five (5) school days of the pastor’s decision. 5. Pending outcome of the formal grievance, only the principal of the school, pastor/authorized agent may, with or without condition, abate the termination.

Local Grievance Council – Composition

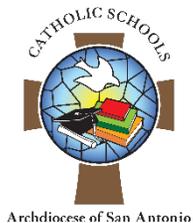
1. The LGC shall be composed of three to five members appointed by the local School Council.
2. Individuals appointed to the LGC should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One member may be a present or former School Council member. The other two members should have no direct relationship to the school.
4. The appointment to the LGC is for one year and is renewable.

Local Grievance Council – Duties and Process

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The LGC will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the principal.
2. If the decision of the LGC upholds the principal's decision, then the process moves to No. 8.
3. If the decision of the LGC is such that it determines additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who is not an attorney and who will act as an observer/advisor.
5. Both parties will appear before the LGC together and make an oral presentation. The aggrieved party will make the first presentation. At no time is there to be cross-examination or direct discussion between parties to the grievance.
6. After both presentations have been completed, the LGC will enter into closed session to consider the oral and written presentations.
7. The LGC may recall, together, both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.
8. The LGC will render its recommendation in writing to both parties involved.

Grievance for Non-Expulsion³⁴⁰⁵

All disciplinary actions/decisions that do not result in student expulsion will be resolved at the local school level. Neither the Local Grievance Council nor the Archdiocesan Grievance Council will hear these matters. Schools are to provide an opportunity for individuals to be heard in redress of a policy, regulation, or decision that is perceived to inflict hardship on an individual or group. Student complaints will be presented by the students in the presence of their parents/guardians. The primary aim of any local procedure is to establish and publish the procedure to be followed and to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents, parent organizations and employees. Schools are encouraged to devise creative ways of addressing and resolving these situations, while at the same time, providing a consistent forum for redress of perceived wrongs. The Principal, Council, and Pastor/authorized agent shall formulate a local grievance procedure in advance of the school year and will publish it in the Parent & Student and Employee Handbooks.



Department of Catholic Schools

Archdiocese of San Antonio

2718 W. Woodlawn Ave

Notice of Asbestos

School: Sacred Heart Catholic School

Address: 209 E. Greenwood, Del Rio, TX 78840

Date: August 5, 2019

Dear Parents, Faculty, and Staff:

This is our annual notice of the presence of asbestos containing materials in our school. The location and condition of these materials are found in the school’s approved Management Plan located in the Principal’s office. The school’s Management Plan is available, upon request, for reviewed by parents, teachers and school staff

In June/2017 (month/year), we had our three-year re-inspection and in January/February and June/July we have our periodic surveillances. All of the school inspections are conducted by **ASTEX ENVIRONMENTAL SERVICES**. The results of these inspections and surveillances are recorded in the Management Plan in order to keep the school’s plan updated. The contact person for ASTEX is Leonora Becknal, License #10-5662. Ms. Becknal can be reached by contacting (210) 828-9800.

(If applicable, mention any asbestos abatement carried out during vacation and/ or any other work that is planned or in progress.)

Sincerely,

Ms. Araceli Faz
Principal.

Student and Parent HANDBOOK AGREEMENT **ACUERDO DE MANUAL De Padres y Alumnos**

PRINCIPAL'S RIGHT TO AMEND / DERECHO DE ENMIENDA DEL DIRECTOR

Recognizing that a school is a dynamic and ever changing place that must be responded to, Sacred Heart School Council and/or the administration reserve the right to amend the policies and procedures noted within the current Parent Student Handbook as it deems necessary. Changes will become effective only after official notification has been made in a newsletter or by an email sent home to the parents.

Reconociendo que una escuela es un lugar dinámico simple cambiando al cual se le debe responder, el Consejo de la Escuela Sagrado Corazón y/o la administración se reservan el derecho de enmendar las políticas y procedimientos escritos dentro del actual Manual del Padre/Alumno según sea necesario. Los cambios se harán efectivos a partir que se emita una notificación en el boletín informativo por medio de una carta enviada por correo electrónico a los padres.

**PLEASE RETURN THIS PAGE SIGNED AND DATED TO THE STUDENT'S TEACHER WITHIN 5 DAYS
(POR FAVOR REGRESE ESTA HOJA FIRMADA Y FECHADA AL MAESTRO DEL ALUMNO DENTRO DE 5
DIAS)**

<i>STUDENT NAME/NOMBRE DE ALUMNO</i>	<i>STUDENT SIGNATURE/FIMA DE ALUMNO</i>	<i>GRADE/GRADO</i>

I HAVE READ AND UNDERSTAND ALL OF THE POLICIES AND PROCEDURES OUTLINED AND EXPLAINED IN THE HANDBOOK. I UNDERSTAND THAT THE SUCCESS OF MY CHILD DEPENDS UPON OUR JOINT EFFORT TO ENFORCE AND FOLLOW THE RULES AND REGULATIONS STATED. MY SIGNATURE BELOW IS AN ENDORSEMENT OF THE SCHOOL'S POLICY AND A PLEDGE TO UPHOLD AND ENCOURAGE MY CHILD'S COMPLIANCE WITH THE POLICIES OF SACRED HEART SCHOOL CONTAINED WITHIN THIS HANDBOOK.

HE LEÍDO Y ENTIENDO CADA POLÍTICA Y PROCEDIMIENTO DETALLADO Y EXPLICADO EN EL MANUAL. COMPRENDO QUE EL ÉXITO DE MI HIJO(A) DEPENDE DE NUESTRO ESFUERZO EN CONJUNTO PARA IMPONER Y SEGUIR LOS REGLAMENTOS ESTIPULADOS. MI FIRMA AL FONDO ES UN RESPALDO DE LA POLÍTICA DE LA ESCUELA Y UN COMPROMISO A SOSTENER Y ALENTAR EL CUMPLIMIENTO DE MI HIJO(A) CON LAS POLÍTICAS DE LA ESCUELA SAGRADO CORAZÓN EN ESTE MANUAL.

PARENT SIGNATURE/FIRMA DEL PADRE: _____ DATE/FECHA: _____

A current copy of the Sacred Heart School Parent Handbook is available on-line for all parents to view or make reference. A copy of changes made annually will be sent home at the beginning of the school year reflecting those changes.

La copia original del Manual de Padres y Alumnos de la Escuela De Sagrado Corazón está disponible en la página de Internet para su facilidad. Los cambios en el manual serán enviados al inicio de año escolar.

Student and Parent INTERNET AGREEMENT

ACUERDO DE USO DE INTERNET De Padres y Alumnos

PLEASE RETURN THIS PAGE SIGNED AND DATED TO THE STUDENT'S TEACHER WITHIN 5 DAYS
(POR FAVOR REGRESE ESTA HOJA FIRMADA Y FECHADA AL MAESTRO DEL ALUMNO DENTRO DE 5 DIAS)

<i>STUDENT NAME/NOMBRE DE ALUMNO</i>	<i>STUDENT SIGNATURE/FIMA DE ALUMNO</i>	<i>GRADE/GRADO</i>

Internet and related technologies by all employees, volunteers and students is set forth below. Access privileges may be revoked, school disciplinary action may be taken, and or appropriate legal action taken for any violation that is unethical and may constitute a criminal offense.

Internet Terms, Conditions, and Regulations

Acceptable Use – The use of Internet and related technologies must be in support of education and research and consistent with the educational objectives of the school. Use of other organizations’ networks or computing resources must comply with the rules appropriate for those networks.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY ON INTERNET USE AT SACRED HEART SCHOOL. I UNDERSTAND THAT THE SUCCESS OF MY CHILD DEPENDS UPON OUR JOINT EFFORT TO ENFORCE AND FOLLOW THE REGULATIONS STATED. MY SIGNATURE BELOW IS AN ENDORSEMENT OF THE SCHOOL'S POLICY AND A PLEDGE TO UPHOLD AND ENCOURAGE MY CHILD'S COMPLIANCE.

Internet y tecnologías relacionadas por todo empleado, voluntario y alumno se establece a continuación. Los privilegios de acceso pueden ser revocados, se puede tomar acción disciplinaria por la escuela, y / o acción legal apropiada tomado por cualquier violación que no sea ética y puede constituir una ofensa criminal.

Términos, Condiciones, y Reglamentos para Internet

Utilización Aceptable – La utilización de Internet y tecnologías relacionadas debe ser en apoyo a la educación e investigación y consistente con los objetivos educacionales de la escuela. La utilización de redes de otras organizaciones o recursos computacionales debe cumplir con las reglas apropiadas para esas redes.

HE LEÍDO Y ENTIENDO CADA POLÍTICA EN LA UTILIZACIÓN DEL INTERNET EN LA ESCUELA SAGRADO CORAZÓN. COMPRENDO QUE EL ÉXITO DE MI HIJO DEPENDE DE NUESTRO ESFUERZO EN CONJUNTO PARA IMPONER Y SEGUIR LOS REGLAMENTOS ESTIPULADOS. MI FIRMA AL FONDO ES UN RESPALDO DE LA POLÍTICA DE LA ESCUELA Y UN COMPROMISO A SOSTENER Y ALENTAR EL CUMPLIMIENTO DE MI HIJO.

PARENT SIGNATURE/FIRMA DEL PADRE: _____ DATE/FECHA: _____

Permission

Permiso

PLEASE RETURN THIS PAGE SIGNED AND DATED TO THE STUDENT'S TEACHER WITHIN 5 DAYS
(POR FAVOR REGRESE ESTA HOJA FIRMADA Y FECHADA AL MAESTRO DEL ALUMNO DENTRO DE 5 DIAS)

<i>STUDENT NAME/NOMBRE DE ALUMNO</i>	<i>STUDENT SIGNATURE/FIMA DE ALUMNO</i>	<i>GRADE/GRADO</i>

Photo Release

Yes, I give permission for any school related photo that includes my child to be published or displayed strictly for the promotion of Sacred Heart School, which can include publication on our website.

No, I do not give permission for any school related photo that includes my child to be published or displayed.

Publicación de fotos

Si, Yo doy mi permiso para cualquier fotografía relacionada con la escuela donde se incluya a mi hijo(a) sea publicado o exhibida estrictamente para promoción del Sacred Heart School., la cual sea incluida en publicaciones o en el sitio web.

No, doy mi permiso para publicar ninguna fotografía escolar relacionada con mi hijo(a) ya sea pública o exhibida.

Field Trip Release

Yes, I authorize my child to attend school field trips during the day within a two mile radius of the school. The teacher should notify me prior to the trip and indicate who is responsible for my child.

No, I do not give permission for my child to attend any field trips during the school year.

Forma Par Viajes Escolares

Si, Yo autorizo a mi hijo(a) a realizar viajes escolares durante el ciclo escolar, cuando sea en un perímetro no mayor a dos millas de la escuela. El profesor(a) deberá avisarme con anticipación. Se me avisara quienes se harán responsables de ellos, ya sea de la Arquidiócesis de San Antonio, del staff del Sacred Heart School y/o padres que tengan la responsabilidad de ellos.

No, doy mi permiso a mi hijo(a) a realizar ningún viaje escolar durante el ciclo escolar de este año.

Cellphone / Electronic or Mobile Device

Yes, I give permission for my child to take his/her cellphone to school. We have read and understood the Cellphone/Electronic or Mobile Device policy and guidelines, procedures, and responsibilities outlined in the Student/Parent Handbook and agree to comply with them.

No, my child/ren will not be using his/her cellphone in school.

Celular / Dispositivo electronico o mobile

Si, le doy permiso a mi hijo/a para llevar su teléfono celular a la escuela. Hemos leído y comprendido los procedimientos y responsabilidades de la política y pautas que se describen en el manual para Padres y Estudiantes, y aceptamos cumplir con ellos.

No, Ni niño/a no usara su celular en la escuela.

STUDENT NAME/ GRADE: _____ CELL#: _____

STUDENT NAME/ GRADE: _____ CELL#: _____

PARENT SIGNATURE/FIRMA DEL PADRE: _____ DATE/FECHA: _____